



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100

Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

RE: RE-ADVERTISEMENT:

DIRECTOR OF ACCOUNTING SERVICES, JOB GROUP “R”-1 POST

The County Government of Nyeri wishes to recruit competent and qualified persons to fill the above position.

The **holder** will report to the Chief Officer, Finance and Accounting Services.

An officer at this level will be based at the County Headquarters and will be responsible for the coordination of activities in the Finance and Accounting Services section

(a) Duties and Responsibilities

- (i) Providing advisory services to the departmental heads and other stakeholders on all financial and accounting matters;
- (ii) Interpreting and implementing financial regulations and procedures, Treasury circulars, letters and instructions;
- (iii) Developing supplementary financial regulations and procedures to enhance internal controls.
- (iv) Maintaining appropriate and up to date accounting records.
- (v) Preparing management financial reports which include monthly expenditure returns, monthly bank reconciliations, revenue/AIA returns, cash flow statements, analysis of deposits;
- (vi) Submitting monthly check list confirming compliance with the requirements for preparation and submission of management and statutory reports to the chief officer.
- (vii) Authorizing payments, signing cheques, and identifying suitable cheque signatories and setting limits as appropriate;
- (viii) Monitoring implementation of Accounting Standards and systems for compliance including Integrated Financial Management Information System (IFMIS) operations;
- (ix) Following up on Audit matters including compilation of Treasury memorandum in respect of all departments.
- (x) Following up on implementation of the Internal Auditor and Auditor General’s recommendations.

- (xi) Following up on implementation of the Senate and County Assembly Public Accounts and Investment Committee recommendations.
- (xii) Preparing of Bi-annual accounts;
- (xiii) Consolidating cash flow projections and expenditure returns submitted by departments;
- (xiv) Maintaining a check-list of returns and reports received from departments/county entities to ensure compliance with the Law and Treasury circulars.
- (xv) Overseeing and directing the activities of the document/payment vouchers examination section, financial and non-financial reporting unit, IFMIS payment unit, asset management and treasury registry units.
- (xvi) Performing any other duty as maybe assigned by the supervisor

(b) Requirements for Appointment

For appointment to this position, the applicant must have:-

- (i) Served in the grade of Principal Accountant, Job Group ‘N’ and above in the public sector or in a comparable and relevant position in the private sector for a minimum period of eight (8) years
- (ii) Bachelor’s degree in any of the following disciplines: -
Accounting, Finance, Business, Commerce or equivalent from a recognized University in Kenya.
- (iii) Master’s degree in any of the following disciplines:-
Accounting, Finance, Business Administration, Commerce or equivalent from a recognized University in Kenya.
- (iv) Passed Part III of Certified Public Accountant(CPA) / ACCA
- (v) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK)
- (vi) Be an active member of ICPAK with good standing.
- (vii) A certificate in Senior Management Course from a recognized institution will be an added advantage.
- (viii) Must satisfy the provisions of Chapter Six of the constitution of Kenya, 2010.

Salary: **As per Salary and Remuneration Commission (SRC)**

Contract: **Three (3) years contract.**

The following clearance certificates must be attached to the application:

- A valid Higher Education Loans Board Clearance Certificate;
- A Valid Certificate of Good Conduct;
- A valid Credit Reference Bureau Clearance Certificate from a recognized body;
- A valid Kenya Revenue Authority Tax Compliance
- A valid clearance from Ethics and Anti-Corruption Commission(EACC)

How to Apply

Hard copy of duly filled Employment Form together with the required documents should be sent or hand delivered to:

**THE SECRETARY,
NYERI COUNTY PUBLIC SERVICE BOARD,
COUNTY PUBLIC SERVICE BOARD OFFICES
P.O BOX 90-10100,
NYERI
CELLPHONE: 0745342000 / 0733977003**

All applications (hand delivered or through post office) should be received on or before at **5.00pm**

Note:

1. Any communication from the County Public Service Board **SHALL** be through the above provided address and cellphone.
2. The County Public Service Board **does not charge** for any of the recruitment exercises, including shortlisting and appointment. **Any request for payment or favor should be reported to the police for appropriate action.**
3. The County Government of Nyeri is an equal opportunity employer
4. Persons Living With Disability are encouraged to apply
5. Only the short-listed candidates will be contacted by the Board.