



# REPUBLIC OF KENYA

## COUNTY GOVERNMENT OF NYAMIRA COUNTY PUBLIC SERVICE BOARD

P.O Box 434-40500, NYAMIRA



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### **ADVERTISEMENT FOR VACANCIES**

Nyamira County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the constitution of Kenya 2010 under Articles 176 and County Government Act No.17 of 2012.

#### **DEPARTMENT OF FINANCE, ICT AND ECONOMIC PLANNING**

#### **ACCOUNTANT I, NO. OF VACANCIES - THREE (3)**

Terms of Service: Permanent and Pensionable

Job Group: CPSB 09

Salary as per salaries and Remuneration Commission of Kenya

#### **Requirements for Appointment: - Direct Appointment**

For direct appointment to this grade, a candidate must have: -

(i) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance Option),

Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;

**Plus**

Part II of the Certified Public Accountant (CPA) Examination or any other relevant

qualification from a recognized institution; and

(ii) Certificate in computer applications skills.

#### **Duties and Responsibilities: -**

- ✓ Receiving and analyzing financial reports from public sector entities;
- ✓ Collecting and maintaining data base of the public-sector entities;
- ✓ Preparing payment and receipt vouchers;
- ✓ Capturing data;
- ✓ Maintaining primary records such as cashbooks, ledgers and vote books;
- ✓ Keeping safe custody of Accounting records;
- ✓ Receiving duly processed payments and receipt vouchers;
- ✓ Writing cheques and posting payments and receipt vouchers in the cash books;
- ✓ Balancing and ruling of the cash books on daily basis;

- ✓ Withdrawing and ensuring safety of the cash;
- ✓ Ensuring security of cheques and cheque books under their custody;
- ✓ Capturing Authority to Incur Expenditure (AIE) in the system and filing returns;
- ✓ Preparing Appropriation in Aid (AIA) returns; and preparing payment advice (PA) forms.
- ✓ Raising accounting debt entries;
- ✓ Processing payments, reimbursements and disbursements;
- ✓ Preparing annual final accounts;
- ✓ Verifying invoices and preparing accounting reports;
- ✓ Defining employee and supplier details;
- ✓ Uploading and capturing accounting data into the system; and
- ✓ Providing user support and help desk management.