



MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING
GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE

Professional and Technical Skills to Empower

P.O. BOX 102-01030 GATUNDU, Mobile: 0797255245

E-Mail- gatundusouthtvc@gmail.com

Website: www.gatundusouthtvc.ac.ke



VACANT POSITION IN THE COLLEGE

Applications are invited from qualified persons for the position listed below. Qualified interested candidates should submit their applications to the address below quoting the job title on both the envelope and the cover letter **on or before 21st February, 2023.**

**The BOG Secretary/Principal
Gatundu South Technical and Vocational College**

P.O. Box 102-01030

GATUNDU

Email: gatundusouthtvc@gmail.com

Enclose a detailed and up-to-date curriculum vitae, indicating current remuneration, home County, e-mail address and reliable daytime telephone contacts, together with copies of certificates, testimonials and national identity card. Interested candidates should also provide the names of two referees who must be familiar with their previous work/academic experience indicating their telephone, and email addresses.

Note:

1. Canvassing in any form will lead to automatic disqualification.
2. The College is an equal opportunity employer. Therefore, people living with disabilities, the marginalized and the minorities are encouraged to apply.
3. Only shortlisted candidates will be contacted.
4. Shortlisted candidates shall be required to produce **Originals** of their National Identity Card, academic and professional certificates and transcripts during interviews.

FINANCE OFFICER (1 POST) - GSTVC/V/FO/001/2023

Terms: Contract period of 1 year, renewable, subject to satisfactory completion of 3 months' probation period.

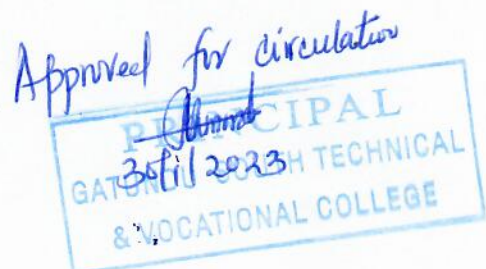
Job Description

Reporting to the Principal, the Finance Officer shall on the overall be responsible for the supervision and management of all administrative and operational functions of the Finance Office.

Responsibilities

The Finance Officer shall be tasked with the following duties and responsibilities among others:

- a) Ensuring that all financial resources of the College are effectively and efficiently managed by maintaining financial controls, prudent procedures, adequate records, and accountability standards that meet requirements of the oversight governance body and regulatory authorities;
- b) Ensuring financial practices of the organization are carried out in adherence to professional ethics and standards of accounting;
- c) Coordinating, generation and analysis of financial and management accounts for the Management and Board;
- d) Supporting the College in the preparation, co-ordination and control of budget, cash flow projections and actual cash analysis;
- e) Managing annual audits and liaising with external auditors on issues related to audit;
- f) Liaising with tax consultants and other regulatory authorities (KRA, NSSF, and NHIF) on areas relevant to them;



- g) Reviewing the payroll and ensuring that all statutory and non-statutory deductions are made properly, promptly and are remitted to the respective authorities as required by law;
- h) Reviewing payments;
- i) Ensuring the College's financial resources are safeguarded from loss through fraud and error by maintaining an adequate system of internal controls;
- j) Ensuring the College complies with all the legal, regulatory, and audit requirements;
- k) Ensuring that timely and accurate reports are submitted to the Management and to Board;
- l) Ensuring that financial reports are timely and accurate and are in accordance to IPSAS;
- m) Coordinating preparation and submission of quarterly and annual financial statements accounts to the Board and regulatory bodies in a timely manner;
- n) Providing effective supervision to staff in the Finance Office; and
- o) Perform any other duty as may be assigned.

Qualifications

- a) Bachelor's degree in any of the following: Commerce, Finance, Accounting or equivalent from a recognized institution; and/or
- b) Certified Public Accountant III (CPA (K) or equivalent from a recognized institution;
- c) Certificate in computer proficiency from a recognized institution;
- d) At least three (3) years relevant work experience;
- e) Be a member of ICPAK;
- f) Knowledge of financial reporting guidelines in the Public Sector;
- g) Good interpersonal, communication, presentation and leadership skills; and
- h) Shown merit and ability as reflected in work performance and results.

Approved for circulation

