



MINISTRY OF EDUCATION
STATE DEPARTMENT FOR VOCATIONAL AND TECHNICAL TRAINING
KONGONI TECHNICAL AND VOCATIONAL COLLEGE



Along Eldoret – Kitale Road P.O. Box 45 – 30205 Matunda
TEL: 0788-070-303 EMAIL: kongonitvc@gmail.com WEBSITE: www.kongonitvc.ac.ke

JOB VACANCIES

JANUARY 2024

VACANCY NUMBER : KTVCA/AA/04/2024
JOB TITLE : ACCOUNTS ASSISTANT (One (1) Post)
JOB GROUP : G
TERMS OF SERVICE : PERMANENT

Duties and Responsibilities

- 1.0 Prepare payment vouchers to ensure payments are made in a timely manner for minimal disruptions to business operations.
- 2.0 Enter financial data of all the institution's transactions and routine accounting works such as balancing of cashbooks, ledgers and imprest.
- 3.0 Ensure safe custody of the institution's accounting records for reference purposes to enhance easy retrieval of the information when preparing statements.
- 4.0 Monitor payments to creditors i.e. suppliers and maintain its records.
- 5.0 Update the creditor's accounts to provide timely, accurate and complete information for efficiency in the management of the institution's creditors.
- 6.0 Prepare imprest to enhance business efficiency and effectiveness due to ready availability of resources required for business operations.

Qualifications, Skills and Experience

- 1.0 A Diploma in Accounting or its equivalent from a recognized institution
- 2.0 Must have CPA Part I.
- 3.0 Have at least 1 year of work Experience in a similar institution.
- 4.0 Must be Computer Literate and proficient in use of Enterprise Resource Planning (ERP) system.

5.0 STATUTORY REQUIREMENTS

- 6.0 Successful candidate to comply with Chapter 6 of the Constitution

7.0 HOW TO APPLY

- 8.0 Interested and qualified individuals should send their application letter with detailed CVs and three professional referees preferably current or former supervisors. Hard copies of academic and professional certificates and other testimonials together with a copy of the national identity card should reach under designed not later than **13th January, 2025.**

The Principal/Secretary, BOG
Kongoni Technical and Vocational College
P.O BOX 45-30205 MATUNDA
Email: kongonitvc@gmail.com



*Kongoni Technical and Vocational College is an Equal Opportunity Employer;
Persons with Disability, Youth and Women are encouraged To Apply*