



**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: 0796-586-595, 0788-070-303, 0721-927-458 EMAIL: kongonitvc@gmail.com WEBSITE: www.kongonitvc.ac.ke

## **JOB ADVERTISEMENT**

**FEBRUARY 2022**

**JOB TITLE : ACCOUNTS CLERK**  
**NUMBER OF VACANCY : 01 (ONE)**  
**DEPARTMENT : FINANCE**  
**REPORTS TO : FINANCE OFFICER**

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### **JOB PURPOSE**

This position is responsible for all college payments, receipts and maintaining account records.

### **OPERATIONAL 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 college's transactions and routine accounting works such as balancing of cashbooks, ledgers and imprest.
- 3.0 Ensure safe custody of the college'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 college's creditors.
- 6.0 Prepare and maintain the imprest register.
- 7.0 Update trainees' accounts to reflect the current fee status.

### **QUALIFICATIONS, KNOWLEDGE & SKILLS**

- a) Diploma in Accounting or related field from a recognized institution

### **MINIMUM PROFESSIONAL QUALIFICATIONS**

- a) CPA II

### **RELEVANT EXPERIENCE REQUIRED**

- At least 1-year relevant experience in an institution of learning.
- Experience in a TVET institution will be an added advantage.