



# UNIVERSITY OF NAIROBI

## INTERNAL ADVERTISEMENT

Applications are invited for the following position:

**SENIOR ACCOUNTANT II, GRADE 12, FINANCE DEPARTMENT, CENTRAL ADMINISTRATION, AD/7/99/24– 11 POSTS**

### **Job specifications (Applicants shall have)**

- i) Masters in Business Administration (MBA) or its equivalent.
- ii) Certified Public Accountant, Kenya (CPAK).
- iii) Have shown merit and ability in Accounting over a period of three (3) years' at the level of Accountant Grade EF (9/10).
- iv) Computer literate in word processing, data base Management and spread sheets.

### **Duties and responsibilities**

The successful candidate will among other assignments be expected to: Plan and implement a sound accounting system within an accounting unit; maintain proper books of accounts and records; ensure that the established internal controls are adhered to; develop and train of accounting staff; ensure compliance with statutory requirements/obligations and perform any other related duties as assigned from time to time.

### **NOTES**

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be being addressed to the Deputy Registrar, Recruitment and Training, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: [recruit-afofd@uonbi.ac.ke](mailto:recruit-afofd@uonbi.ac.ke)

**CLOSING DATE: FRIDAY, JULY 26, 2024**

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.  
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**