



**COUNTY ASSEMBLY OF NAKURU
COUNTY ASSEMBLY SERVICE
BOARD VACANCY**

The Nakuru County Assembly Service board is a body corporate established by section 12 of the County Government Act. The Board is inter-alia, mandated by law to constitute offices in the Assembly service. Consequently, the Board invites applications from suitability qualified Kenyans to fill the following vacant position.

The positions are permanent and pensionable.

DIRECTORATE OF FINANCIAL SERVICES

1. ACCOUNTANT I (NKUCASB 09 (ONE POSITION))

The office holder shall report to the Chief Accountant.

(a) Duties and responsibilities

- (i) Preparation of monthly bank reconciliation;
- (ii) Maintaining updating cash book
- (iii) Posting of support invoices
- (iv) Accounts payable reconciliations
- (v) Preparing monthly VAT returns
- (vi) Filing of accounting documents
- (vii) Verification of payment vouchers in accordance with the laid down rules and regulations;

(b) Requirements for Appointment to this grade, a candidate must have;

- (i) Be a holder of a Bachelor's degree in Accounting, Finance , Economics or its equivalent from a recognized
- (ii) Must be in possession of at least CPA part II
- (iii) Secondary Certificate mean grade C+(plus)
- (iv) Must be computer literate

(v) Knowledge of Government financial operations systems will be an added advantage

(c)Salary and Remuneration

Basic Salary 35,400

House Allowance 10,000

Other Allowances 5,000

Applicants must meet all the requirements as stipulated in the Public Procurement and Asset Disposal Act of 2015.

MANDATORY REQUIREMENTS FOR ALL POSITIONS APPLICATIONS TO:-

(i) Avail certificates of clearance from Ethics & Anti-corruption Commission, Kenya Revenue Authority, and Higher Education loans Board, CRB and Criminal Investigation Department;

(ii) Meet requirements of Chapter six of the constitution;

(iii) Avail detailed Curriculum vitae and Copies of academic and professional Qualifications

Applicants to indicate position(s) applied for on the application envelope /letter and have it mailed to:-

The secretary;

County Assembly service Board;

P.O BOX 907.20100

NAKURU

OR

Hand delivered to:

The County Assembly of Nakuru;

Assembly Buildings;

Off George Morara Avenue

NAKURU

So as reach the Secretary, County Assembly Service Board on or **before 25th February** 2019.

NB: The position is reserved for non- dominant ethnic groups from Nakuru County/ minority ethnic groups.