



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

ACCOUNTANT II, Grade 9-10 (EF), FINANCE DEPARTMENT, CENTRAL ADMINISTRATION, AD/7/101/24– 20 POSTS

Job specifications (Applicants shall have)

- i Bachelor's Degree or its equivalent.
- ii Certified Public Accountant, Kenya (CPAK).
- iii Have shown merit and ability over a period of three (3) years' at the level of Assistant Accountant Grade 7/8 (CD).
- iv Computer literacy.

Duties and responsibilities

The successful candidate will among other assignments be expected to: Carry out bank reconciliations, reconciliation of general ledger, reconciliation of students Accounts, maintaining proper books of accounts and records, ensuring that the established internal controls are adhered to and perform any other accounting functions and duties as assigned by supervisor 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-acbfd@uonbi.ac.ke

CLOSING DATE: FRIDAY, JULY 26, 2024

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