



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

ACCOUNTANT I, Grade 11, FINANCE DEPARTMENT, CENTRAL ADMINISTRATION, AD/7/100/24– 13 POSTS

Job specifications (Applicants shall have)

- i) Bachelor's Degree in any of the following field: Finance, Accounting, Management or any other related field.
- ii) Certified Public Accountant, Kenya (CPAK)
- iii) Three (3) years' experience at the level of Accountant Grade 9/10 (EF)
- iv) Computer literate.

Duties and responsibilities

The successful candidate will among other assignments be dealing with: Preparation of accounting records, financial statements and other financial records, Computation of taxes owed and preparation tax returns, Ensuring compliance on reporting and other tax requirements, Preparation of financial reports, Management of inventory.

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-safd@uonbi.ac.ke

CLOSING DATE: FRIDAY, JULY 26, 2024

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