



NATIONAL DEFENCE UNIVERSITY-KENYA

DECLARATION OF VACANCY

Pursuant to the provisions of Section 35 (1)(a)(i) and Section 24 (4) of the Universities Act, 2012 (Revised 2020), National Defence University-Kenya invites applications from suitably qualified persons to be considered for appointment to the position of Senior Accountants Officer.

JOB DESCRIPTION	SENIOR ACCOUNTANT
Basic Salary	Competitive package as advised by SRC
House Allowance	As provided by the University
Medical Cover & Other Allowances	As provided by the University
Terms of Service	Permanent and pensionable
Job Group	“N” (NDU-7)

Duties and Responsibilities

1. The Senior Accountant will be responsible for:
 - a. Directing, controlling and coordination of routine and non-routine accountancy matters;
 - b. Advising on financial policies as well as ensuring adherence to accounting principles and control of financial transactions;
 - c. Mentoring, training and developing assigned staff members in accounting services;
 - d. Undertake ad hoc assignments relating to accounting services;
 - e. Certify and verify returns, documents, vouchers and monitor revenue collections;
 - f. Keep custody of accountable documents; and
 - g. Any other relevant duty(ies) assigned by Management.

Qualification for Appointment

2. Appointment to this position, must have/be:
 - a. Registered member of the Institute of the Certified Public Accountant of Kenya (ICPAK) or equivalent professional body;
 - b. A bachelor's degree from a recognized university in a relevant field such as accounting administration;
 - c. Served in a comparable relevant position in the Public Service or private sector for minimum of three (3) years; and
 - d. ICT proficiency in the relevant area is mandatory.

Core Competencies and Skills

3. The core competencies and skills include:
 - a. Communication skills;
 - b. Supervisory skills;
 - c. Interpersonal skills;
 - d. Ability to attend to details; and
 - e. Analytical skills;
 - f. Familiarity with financial reporting, taxation and budgeting

4. Candidate will be required to present originals of the following documents during the interviews:
 - a. National identity card;
 - b. Academic and professional certificates and transcripts;
 - c. Any other supporting documents and testimonials;
 - d. Recommendations from relevant professional bodies; and
 - e. Recommendation from at least three (3) referees should be submitted separately to the address provided below.

Mode of Application

5. Candidates may submit manual (hard copy) or electronic (online) applications.
6. All applications should be submitted together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents.
7. Scanned copies of the stated documents must accompany the online application.
8. The Curriculum Vitae should include information on academic qualifications, professional experience, leadership and management roles, membership to professional association(s), email address and telephone contacts.
9. Manual applications should be submitted in a sealed envelope clearly marked:

“Application for the position of **Senior Accountants Officer - National Defence University-Kenya**”
and delivered to:

THE SECRETARY, UNIVERSITY COUNCIL
National Defence University-Kenya
P.O. Box 3812-20100
LANET, NAKURU

Online applications may be submitted via email to: ndu-kenya@mod.go.ke

All applications should reach National Defence University-Kenya on or before **29th April 2023** latest 5.00 p.m. (**East African Time**).

WARNING. Application for employment in National Defence University-Kenya is FREE TO ALL eligible candidates. Bribery and other acts of corruption are against the law and anyone suspected of being culpable of such, will be arrested and prosecuted in a court of law.