



MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING
GITHUNGURI TECHNICAL & VOCATIONAL COLLEGE
P. O. BOX 54- 00232– RUIRU.
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VACANCY! VACANCY! VACANCY!

Githunguri Technical and Vocational College (GITHUNGURI TVC) is a Technical, Vocational Education & Training (TVET) college under the Ministry of Education, State Department of Vocational and Technical Training. It is registered by the Technical, Vocational Education & Training Authority (TVETA) in line with the TVET Act 2013.

The Board of Governors is seeking to fill the following post on a two -year (renewable) contract period subject to annual performance-based appraisal

**1. ADVERT NO: GTVC/JOB APP/FO/01/03/2024: FINANCE OFFICER -1
Post**

This position is responsible for the provision of financial services that include financial accounting, and management accounting so as to ensure the institution finances are prudently managed and quality financial information required for decision making availed in a timely manner

DUTIES AND RESPONSIBILITIES

- 1) Preparation and maintain books of accounts to be used for preparing financial statements.
- 2) Project financial appraisal and management;
- 3) Development and implementation of financial controls and procedures;
- 4) Reviewing outdated processes and procedures;
- 5) Ensuring timely and proper bank reconciliation;
- 6) Coordinating preparation of budgets.
- 7) In addition, the officer will supervise and guide staff under this Institution.
- 8) Ensure proper interpretation and implementation of financial regulations and procedures, government circulars, letters and instructional matters to comply with statutory requirement i.e. Kenya National Audit office.
- 9) Advise the institution management on all financial matters i.e. tenders, planning, audit and training to ensure sound and correct decision making.
- 10) Supervise and advise on training needs of finance staff to ensure they have the right skills to execute their daily duties.
- 11) Ensure availability of funds for day-to-day activities for efficient and effective running of the Institution.

REQUIREMENTS FOR THE POST

- i. Bachelor's degree in commerce (Accounting or Finance operation)
- ii. Certified Public Accountant CPA (K)
- iii. Member of Institute of Certified Public Accountants of Kenya (ICPAK)
- iv. Proficiency in computer accounting packages
- v. Knowledge of financial reporting guidelines in the public sector
- vi. Knowledge of relevant legislation
- vii. Valid Certificate of good Conduct
- viii. Demonstrated merit and shown ability as reflected in work performance and results.
- ix. Compliance with Chapter 6 of the constitution

Previous experience in a similar position will be an added advantage.

ORIGINAL APPLICATION LETTER, DETAILED CV, COPIES OF NATIONAL IDENTITY CARD, ACADEMIC AND PROFESSIONAL CERTIFICATES SHOULD BE SENT TO:

THE PRINCIPAL/SECRETARY BOARD OF GOVERNORS

GITHUNGURI TECHNICAL & VOCATIONAL COLLEGE

P.O.BOX 54-00232

RUIRU.

Email: githunguritvc@gmail.com

APPLICATIONS TO BE SUBMITTED/RECEIVED ON OR BEFORE FRIDAY 13th JUNE 2025.

NOTE:

- 1. Advertisement number should be indicated on the envelope and first page of the application letter.**
- 2. Githunguri TVC is an Equal opportunity employer; women, youth and persons with disabilities are encouraged to apply.**
- 3. Only qualified candidates shall be acknowledged.**
- 4. Canvassing for the post is highly prohibited**

Approved for Circulation

