1. ADVERT NO.PAK-PACC/001/2026-Principal Accountant -PAK-5-01 post

Renumeration

Salary Scale : 67,500x4,000-75,000x4,500-93,500x6,000-99,500

Commuter Allowance :8,000

House Allowance :35,000

Other Benefits:

Medical Cover: (as per the Agency's cover)
Leave Allowance: (at the prevailing rates)

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, a candidate must have: -

i. Cumulative service period of nine (9) years' relevant work experience, three (3) of which must have been at the grade of Senior Finance and Accounts Officer or in comparable position;
ii. Bachelor's degree in commerce, Business Management, Business Administration (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution;
iii. Passed Part III of the Certified Public Accountants (CPA) Examination/ACCA affiliate Exams;
iv. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
v. Management Course lasting not less than four (4) weeks from a recognized institution;
vi. Proficiency in computer applications;

vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

The duties and responsibilities of the officer will entail: -

i. Monitoring expenditure based on approved budgets;

ii. Ensuring safe custody of Agency's financial records and assets;

iii. Reviewing the accounting of special funds including donor and project funds;

iv. Managing Agency cash flows;

v. Ensuring security of cheques and cheque books and other accountable documents;

vi. Verifying statutory accounts;

vii. Verifying submission of statutory deductions and taxes;

viii. Preparing responses to audit queries;

ix. Reviewing quarterly and annual reports and financial statements for the Agency and ensuring timely submission;

x. Reviewing monthly, quarterly and annual management reports;

xi. Ensuring timely preparation, review of bank reconciliation statements;

xii. Interpreting financial policies and regulations of the Agency pertaining to financial controls for sound accounting principles, practices and control;

xiii. Reviewing annual budget estimates and providing technical support to technical departments during the budget making process;

xiv. Providing accurate, timely and reliable financial information;

xv. Overseeing verification of payment vouchers and Staff imprests in accordance with the laid down financial procedures, policies and regulations;

xvi. Preparing, maintaining and updating asset registers on a quarterly basis to the National Treasury Collection of Performance Contract Evidence;

xvii. Monitoring expenditure of projects and programmes on a periodic basis;

xviii. Preparing fiscal reports and follow up disbursement of funds from National treasury and other financing agencies;

xix. Participate in resource mobilization negotiations, implementation and reviewing of reports;

Key competencies and skills

- Good interpersonal skills and good verbal and written communication skills.
- Strong analytical skills, data-driven thinking and problem solving
- Organisation and planning skills
- Financial management skills