



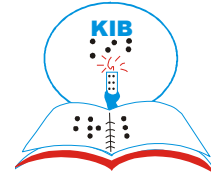
KENYA INSTITUTE FOR THE BLIND

P.O. Box 31082-00600, NAIROBI

TEL: +254 717504908

Email: kblind@keib.or.ke

Website: www.keib.or.ke



ADVERTISEMENT

Kenya Institute for the Blind (KIB) is a public institution under the Ministry of Education that is mandated to transcribe and produce appropriate and accessible teaching and learning materials; provide educational rehabilitation, compensatory skills and training; provide assistive technology and devices; and offer library and information services to learners and other persons with visual impairment.

VACANT POSITION

The Board of Management, Kenya Institute for the blind, seeks a qualified candidate to fill the position of an **Accountant**.

QUALIFICATIONS.

1. Be a Kenyan Citizen
2. Must have CPA (K).
3. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK).
4. Have a Bachelor's Degree in Commerce (Accounting or Finance Option) or Business Administration (Accounting Option) from a University recognized in Kenya, or any other relevant equivalent qualification.
5. 3 years' experience in the field of accounting.
6. Knowledge in operating accounting software.

DUTIES AND RESPONSIBILITIES:

1. Preparation and verification of vouchers in accordance with the laid down rules, and regulations and procedures.
2. Posting payments and receipt vouchers in the cashbooks, balancing and ruling of the cashbook on daily basis
3. Maintaining and updating imprest and advance ledgers.
4. Safe Custody of records and maintain a fixed asset register
5. Preparation of bank and paybill reconciliations
6. Process accurately and promptly all accounting transactions including payroll, supplier payments and statements, operating expenses and other office running expenses.
7. Assisting with the preparation of financial statements in accordance with the cash basis of accounting under international Public Sector Accounting Standards (IPSAS)
8. Maintain primary electronic and manual records such as cashbooks, ledgers, vote books electronically and registers.

Interested qualified persons can send their applications and detailed CV (no certificates) on Email: kblind@keib.or.ke to be received **on or before 2nd May 2024**.

Only shortlisted applicants will be contacted.

NOTE:

Kenya Institute for the Blind is committed to implementing the provisions of the Constitution -Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities and according equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PERSONS WITH DISABILITIES AND PERSONS FROM MARGINALIZED AND MINORITY GROUPS ARE ENCOURAGED TO APPLY.**