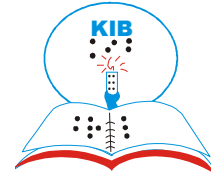




KENYA INSTITUTE FOR THE BLIND

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. 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.
3. CPA Part II is an added advantage.
4. 3 years' experience in the field of accounting.
5. Must have computer proficiency.

DUTIES AND RESPONSIBILITIES:

1. Preparation 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 financial and relevant registers.
5. Preparation of bank and paybill reconciliations
6. Assisting with the preparation of financial statements in accordance with the cash basis of accounting under international Public Sector Accounting Standards (IPSAS)

REMUNERATION (KSH):

Basic salary – 34,420
House Allowance: 10,000
Commuter Allowance – 4,000
Annual Leave Allowance (Paid once in a year) – 4,000

This is subject to statutory deductions.

Interested qualified persons can send their applications and detailed CV (no certificates) on Email: kblind@keib.or.ke to be received **on or before 13th December 2024**.

Only shortlisted applicants will be contacted.

NOTE:

Kenya Institute for the Blind is committed to implementing the provisions of Article 10 of the Constitution of Kenya, 2010, on fair competition and merit, representation of Kenya's diverse communities and according equal employment opportunities to all without discrimination, members of all ethnic groups and persons with disabilities. **THEREFORE, PERSONS WITH DISABILITIES AND PERSONS FROM MARGINALIZED AND MINORITY GROUPS ARE ENCOURAGED TO APPLY.**