



REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD

VACANCY ANNOUNCEMENT

The Registration of Certified Public Secretaries Board (RCPSB) is a Statutory Board, established under an Act of Parliament, seeking to fill the following position:

ACCOUNTANT I – JOB GROUP “K”

Duties & Responsibilities

Reporting to the Executive Officer the Accountant will perform the following duties and responsibilities:

- Verification of Vouchers and Committal Documents in accordance with laid down rules and regulations.
- Maintenance of primary records such as cashbooks, ledgers, registers.
- Preparation of management reports, imprest and expenditure reports
- Safe custody of Board records and assets.
- Processing payments, writing cheques and posting payments and receipt vouchers into the cashbook
- Balancing and ruling of cashbooks on a daily basis
- Withdrawing cash for office use, managing petty cash and ensuring security of the same at all times
- Extracting and providing cash liquidity analysis.
- Preparation of quarterly and final financial accounts of the Board
- Ensuring security of cheques, cheques books and other accountable documents
- Payroll processing, taxation and related matters
- Preparation of estimates of expenditure (budgets)
- Filing and ensuring the proper maintenance of records
- Preparation of monthly bank reconciliation for approval by the Executive Officer
- Stand in for the Executive Officer as and when the need arises
- Any other duties that may be assigned

Academic and professional qualifications and experience

- Bachelor's Degree in Commerce (Accounting or Finance Option) and CPA Part II
OR
CPA Part III Final
- Proficiency in QuickBooks Accounting application
- 3 years' relevant working experience.
- Membership to ICPAK will be an added advantage.

Personal Qualities

- Ability to get on well with a diverse workforce and clientele
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills

Note:

All applicants must **ATTACH** clearance from the following bodies:

- Higher Education Loans Board (HELB)
- Directorate of Criminal Investigations (DCI)

How to apply

If you meet the requirements indicated above, please send your application together with your CV and copies of certificates and other testimonials to:

**The Executive Officer,
Registration of Certified Public Secretaries Board
P.O Box 58218 - 00200
Nairobi**

Alternatively, you can email your application and attachments to: regcpsb@gmail.com

For your application to be considered, it must reach the Board offices by Friday, 9th March 2018. The Boards offices are located at Treasury Building, 7th Floor, Room 727, along Harambee Avenue, Nairobi.

Registration of Certified Public Secretaries Board is an equal opportunity employer