



## **KAIMOSI TEACHERS' TRAINING COLLEGE**

### **OUR VISION**

“A centre of excellence in the provision of quality teacher training”

### **OUR MISSION**

“To provide accessible, relevant, equitable and innovative quality teacher training responsible to the needs of a dynamic society”

## **VACANT POSITIONS IN KAIMOSI TEACHERS TRAINING COLLEGE**

### **ADVERT**

The college wishes to recruit dynamic, result oriented and self driven persons for the positions shown below.

<b>V/NO</b>	<b>POST</b>	<b>DEPARTMENT</b>	<b>GRADE</b>	<b>NO. OF VACANCIES</b>
01/2022	Accountant II	Finance	G	1

Interested and qualified persons are required to make their application to the BOM Secretary Kaimosi Teachers Training College

Please note

- i. Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of the academic and professional certificates not obtained by closure of the advert should not be included
- ii. Only shortlisted candidates will be contacted
- iii. Canvassing in any form will lead to automatic disqualification
- iv. Shortlisted candidates shall be required to produce originals of the National identity card, academic and professional certificates and transcripts during interviews
- v. It is a criminal offence to present fake certificates/documents

**VACANCY NO.01/2022**

**ACCOUNTANT II**

**a) Duties and Responsibilities**

- i. Preparation of payrolls.
- ii. Collection of fees and other money to college
- iii. Keeping records of statutory deductions and other deductions such as advances, loan for cooperatives, welfare recoveries etc.
- iv. Prepare vouchers for payment.
- v. Keep record of outstanding invoices.
- vi. Deputize finance officer.
- vii. Keeping commitment register.
- viii. Keep record of fees and issue fees statements.
- ix. Writing up cheque and money order register.
- x. Any other duty assigned by the Chief Principal/

**b) Requirement for Appointment**

For appointment to this grade an officer must have:-

- i. Be a Kenyan citizen
- ii. Have a Kenyan certificate of Secondary Education KCSE with a mean grade of C+ or its equivalent.
- iii. A pass in part II of the Certified Public Accountant (CPA II).
- iv. Served as an Accounts Assistant for a period of five years in a learning institution.
- v. Ability to take instruction.

**MODE OF APPLICATION**

**Hard Copy Applications**

**IN ADDITION** to the online application, applicants should send their hard copy applications and attach their Curriculum Vitae and copies of relevant professional academic certificates and national identification card. They should also include their day and evening telephone numbers, e-mail address and names and addresses of three referees to reach the Chief Principal/Secretary BoM, Kaimosi TTC not later than **26<sup>th</sup> July, 2022**.

Envelopes containing the documents should clearly be marked with the position applied for and addressed to: -

**The Chief Principal/Secretary BoM,  
Kaimosi Teachers' Training College  
P. O. Private Bag - 50309  
KAIMOSI**

***KTTC is an equal opportunity employer. Only shortlisted candidates will be contacted.***