

Ref No. KF/HRM/PA/1/2026

Date: 3 August 2026

SUBJECT: ADVERTISEMENT FOR PRINCIPAL ACCOUNTANT POSITION – KASNEB GRADE 5.

The KASNEB Foundation is a registered Charitable Trust under the Trustees (Perpetual Succession) Act Cap 164 of the laws of Kenya. The KASNEB Foundation was established by KASNEB to support needy students pursue kasneb qualifications to become business professionals.

The aim of the Foundation is to support eligible applicants in the entire country as a way of giving back to the society. The Foundation serves as a vessels that will drives KASNEB's commitment to enabling the achievement of the National Development Agenda (BETA), Agenda 2063 of the African Union on Inclusive growth and sustainable development for African States and the Sustainable Development Goals (SDGs).The Foundation enhances the image of KASNEB as a responsible corporate citizen and further publicise the qualifications offered by KASNEB across the country.

In furtherance of the above mandate, KASNEB Foundation hereby invites applications from suitably qualified accountants to fill the following vacant position:

S.NO	DESIGNATION	GRADE KASNEB	NO. OF POSTS	JOB REF. NO.
1.	Principal Accountant	5	1	KF/HRM/PA/1/2026

Please note:

- (i) Only shortlisted and successful candidates will be contacted.
- (ii) Canvassing in any form will lead to automatic disqualification.
- (iii) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates during the interviews.
- (iv) All serving officers shall be required to produce the original letter of appointment to their current substantive post during the interview.
- (v) The Job descriptions and specifications are available on the **KASNEB website**.
- (vi) A candidate who is interested in more than one position is encouraged to list the positions in their application in the order of preference
- (vii) Successful candidates (that is those who have been appointed to the advertised positions) will be required to provide the following documents before the award of offer in compliance to Chapter 6 of the Constitution of Kenya, 2010:
 - Valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).
 - Clearance from the Ethics and Anti-Corruption Commission (EACC).
 - Tax Compliance Certificate from Kenya Revenue Authority (KRA).
 - Clearance Certificate from the Higher Education Loans Board (HELB).
 - Clearance Certificate from an approved Credit Reference Bureau (CRB).

Application Procedure

Interested and qualified candidates should send their applications via the following link: <https://forms.gle/uFMoCRvtPAUrFxqr5> enclosing detailed curriculum vitae, copies of transcripts, academic and professional certificates, national Identity card, testimonials, names and addresses of three referees to reach the undersigned not later than **Thursday, 20 August 2026 AT 5.00 p.m.** The application letter should indicate the “**REFERENCE NUMBER**” of the position applied for and be addressed to:

**MANAGING TRUSTEE,
KASNEB Foundation,
P.O. Box 41362 – 00100.
NAIROBI, KENYA**

KASNEB is an equal opportunity employer. Persons with disability are encouraged to apply and are required to submit a copy of a valid NCPWD Membership Card.