

PRINCIPAL ACCOUNTANT, KASNEB GRADE 5 – KF/HRM/PA/1/2026

(a) Job Specifications

Reporting to the Manager, the job holder will be responsible for:

- (i). Preparing annual budgets and provide technical support to functional areas during the budget making process by providing reliable up to date financial information;
- (ii). Preparing draft annual and quarterly financial statements and accompanying schedules in accordance with PFM Act and IPSAS Managing the commitments and expenditures within available budgetary provisions;
- (iii). Monitoring expenditures of activities based on approved budgets on a periodic basis;
- (iv). Ensuring safe custody of KASNEB Foundation's financial records and assets;
- (v). Managing KASNEB Foundation cash flows;
- (vi). Analyzing the posting of transactions in the accounting system and for accuracy and completeness;
- (vii). Verifying the payroll, payment invoices and staff imprests to ensure that they are accurate and within budget;
- (viii). Facilitating timely payments to suppliers, contractors, employees and other service providers through checking of payment vouchers, LPOs and imprests;
- (ix). Preparing monthly reconciliation of budget line items in ERP accounting system and review general ledger reconciliations;
- (x). Preparing Donor accounts and donor project reporting
- (xi). Maintaining the asset register and ensuring disposed assets are accounted for;
- (xii). Maintaining and updating data in the Government Investment Management System (GIMIS) or any other system approved by the government from time to time;
- (xiii). Preparing monthly and quarterly expenditure and variance analysis reports;
- (xiv). Maintaining records for debtors and generate regular reports to assist management in prompt collection of accounts receivable; and
- (xv). Support resource mobilisation initiatives by coordinating and overseeing the management and accountability of donor funds in line with agreed frameworks.

(b) Person Specifications

For appointment to this grade an officer must have: -

- (i). Cumulative service period of nine (9) years relevant work experience three (3) of which should have been at the grade of Senior Accountant or in a comparable position;
- (ii). Bachelor's degree in Commerce, Accounting, Finance or any other relevant qualification from a recognised institution;
- (iii). Certified Public Accountant (K) or equivalent qualification from an accredited examination body;
- (iv). Membership to Institute of Certified Public Accountants of Kenya (ICPAK) or a relevant
- (v). professional body and in good standing;
- (vi). Management Course Certificate lasting not less than four (4) weeks from a recognised institution;
- (vii). Proficiency in computer applications; and
- (viii). Shown merit and ability as reflected in work performance and results.

(c) Key Competencies and skills

- (i). Excellent planning, analytical, negotiation, interpersonal and communication skills;
- (ii). Sound understanding of corporate governance and management in the public sector;
- (iii). Ability to develop and implement business, resource mobilisation, marketing and research strategies and techniques;
- (iv). Data analysis and reporting skills.

Terms of service: Contract

Basic Salary range for the Principal Accountant: Ksh. 82,300 x 7200 – 118,300 x 8,600 -152,700