

# TANGAZA UNIVERSITY COLLEGE

## THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

## CHIEF ACCOUNTANT

Do you want to work with the best and push your career to a whole new level? Tangaza University College is moving towards becoming a fully-fledged university. As befits an institution of higher learning, we are distinguished for academic excellence, service orientation and a commitment to social transformation according to the gospel values. The following vacancy has arisen within the University College and requires to be filled.

JOB TITLE: CHIEF ACCOUNTANT

REPORTS TO: CHIEF FINANCIAL OFFICER

DEPARTMENT: FINANCE

EMPLOYMENT STATUS: CONTRACT

#### **Position Summary**

The Chief Accountant is expected to ensure the credibility of the accounts of Tangaza University College in accordance with the standards determined by management, while verifying the work provided by the accounts team. The Chief Accountant is in charge of financial projections, analysis, and reporting and will be expected to produce financial reports that are timely and reliable to achieve the department's mission.

### Primary Duties and Responsibilities (A detailed Job Description [JD] will be given on appointment)

- 1. In charge of management and tax operations –ensure proper books of accounts are maintained and statutory accounts prepared accurately and submitted on time.
- 2. Preparation of monthly, quarterly and yearly management and financial accounts.
- 3. Coordinating of annual budgets, monitoring and evaluation of budget performance on a regular basis and report exceptions in the quarterly financial reports.
- 4. Costing of upcoming programs, activities and projects and informs the viability of the programs.
- 5. Fixed asset and stocks management.
- 6. Ensure compliance with finance and accounting standards and regulations as well as taxation compliance.
- 7. Ensure that the postings are done in the correct ledgers all the time.
- 8. Assist receivables accountant in raising and submitting timely bills for ASEC sponsored students and other sponsors.
- 9. Assist in preparation of the annual audit.
- 10. Monthly Trial balance clean up.
- 11. Preparing staff payroll.
- 12. Approve all payments, journals and LPOs.
- 13. Enforcing budget controls by matching expenditure with income and taking caution of the cash flow position.
- 14. Management of development and scholarship funds from donors and submission of appropriate reports to fund managers on a semi-annual basis or on need basis.
- 15. Communicates with and advices department heads and other departmental staff on expenditure and accounting issues.

## Qualification and Experience

- Bachelor's Degree in Finance, Economics, Accounting or any other business-related field from a recognized institution.
- Master's Degree in Finance, Accounts, Tax administration or related field from a recognized Institution will be an added advantage
- Must be a qualified accountant with relevant professional qualifications such as Certified Public Accountant (CPA-K).
- At least 5 years working experience in a similar position (Experience in an institution of higher learning is an added advantage)
- Demonstrate Knowledge of Kenyan legislations matters finance and Tax.

## **Knowledge, Skills and Abilities**

- Strong knowledge of standards, procedures, and general accounting policies
- Effective and explicit communication skills in both oral and written forms
- Ability to analyze and solve problems relating to finance, accounting and related disciplines
- Excellent Computer skills and knowledge of accounting software (knowledge in Dynamics 365 business central ERP will be an added advantage.)
- Possess good interpersonal skills and high level of integrity and ethics.
- Able to Keep abreast with regulatory changes and industry standards

Applicants should enclose a Letter of Introduction, Curriculum Vitae, copies of relevant certification and three (3) reference letters from recognized persons / institutions by

6th February, 2024 indicating your daytime contacts to:

The Human Resource and Administration Manager

Tangaza University College

P.O. BOX 15055-00509

NAIROBI

E-mail to vacancies@tangaza.ac.ke

Tangaza University college is an equal opportunity employer and does not discriminate on the basis of race, color religion, age, sex, nationality, ethnic origin or disability.

NB: Only shortlisted candidates will be contacted and given a copy of detailed job description.

Please indicate the position applied as subject of the email.