VIHIGA COUNTY GOVERNMENT

COUNTY PUBLIC SERVICE BOARD
P O BOX 344-50300
MARAGOLI

INTERNAL ADVERTISEMENT

The Public Service Board of Vihiga wishes to recruit a competent and qualified person who is serving currently in the County Public Service to fill the following vacant position.

PRINCIPAL ACCOUNTANT JG 'N' – 1

POST Requirements:

i. **Must** have served in the grade of Chief Accountant, Job Group 'M' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
ii. Holder of a Bachelor's degree in Commerce (Accounting or Finance option).
iii. Holder of Certified Public Accountants CPA(K)
iv. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK).

Duties & Responsibilities

i. Will be deployed to the County Public Service Board
ii. Monitoring Implementation of Accounting Standards and Systems for Compliance
iii. Follow up on Audit Matters
iv. Ensure Implementation of Public Accounts Committee recommendations
v. Preparation of Management Financial Reports
vi. Maintaining accurate and appropriate Accounting records, reports and returns
vii. Interpretation and Implementation of Financial results and Procedures
viii. Authorizing payments and sign cheques within set limits
ix. Any other duty as may be assigned by the Secretary County Public Service Board from time to time

HOW TO APPLY

All applications should be accompanied by a copy of National ID Card, a detailed CV and copies of all relevant certificates and testimonials.

Applicants MUST have the following **valid** clearance certificates to meet the requirements of **Chapter Six** of the Constitution of Kenya 2010:

(a) Certificate of Good Conduct from National Police Service
(b) Tax compliance Certificate from Kenya Revenue Authority
(c) Clearance Certificate from Ethics and Anti-Corruption Commission
(d) Clearance Certificate from HELB
(e) Clearance from any Credit Reference Bureau

All applications should be submitted in a sealed envelope clearly marked" **Principal Accountant, JG. N"** on the upper left side and addressed to:

County Public Service Board,

Vihiga County,

P.O. Box 344-50300,

Maragoli.

OR through the Board's Email: cpsbvihiga@yahoo.com

Hand Deliveries to be dropped to:
The County Public Service Board offices at the Municipal grounds Mbale, Vihiga County.

Application closes on 14th April 2017

NB. Vihiga County Public Service Board does not solicit for payments or recruit staff through agents/agencies. Any person purporting to undertake the recruitment exercise at a fee and /or on behalf of the County Public Service Board is a fraudster.

- Canvassing will lead to automatic disqualification.
- Only shortlisted candidates will be invited for interview.
- Those with certificates from foreign institutions must have them certified by Kenya National Examination Council & Commission for University Education.

Vihiga County is an equal opportunity employer: Women, Youth, Persons with Disabilities and those from Marginalized communities are encouraged to apply.

VIHIGA COUNTY PUBLIC SERVICE BOARD