

ADVERT NO. NG-CDFB/012/2022: PRINCIPAL ACCOUNTANT ~ NG-CDF SCALE 4 (2 posts)

a) Requirements for Appointment

For appointment to this position, a candidate must have: -

- i. Bachelor's degree in any of the following disciplines: -Commerce (Accounting, Finance), Business Management/Administration (Accounting, Finance), or equivalent qualification from a recognized institution;
- ii. Master's degree in any of the following disciplines: -Commerce (Accounting, Finance), Business Management/Administration (Accounting, Finance), or equivalent qualification from a recognized institution;
- iii. Certified Public Accountant of Kenya (CPA-K) or its equivalent;
- iv. At least eight (8) years' work experience; four (4) of which should be in a relevant field at supervisory/management level;
- v. Membership certificate to ICPAK;
- vi. Certificate in a management course lasting not less than four (4) weeks from a recognised institution;
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results;
- viii. Proficiency in computer applications; and
- ix. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

b) Duties and Responsibilities

The Principal Accountant will report to the Manager, Field Financial Coordination and will be responsible for the following:

- i. Interpret and provide guidelines for implementation of financial policies and regulations for efficient management of the Fund;
- ii. Develop and document financial policies, manuals and processes to strengthen internal controls at the Constituencies;
- iii. Appraise Fund Account Managers, Sub County Accountants and National Government Constituency Development Fund Committees on financial management policies and guidelines;
- iv. Review Constituencies budget implementation and absorption levels and advise on best practices;
- v. Coordinate the preparation of Annual Financial Statements for the Fund;
- vi. Prepare cash flow projections and financial management reports for the Board;
- vii. Mentor and Coach divisional staff and Fund Account Managers to improve performance;
- viii. Coordinate preparation of annual financial statements for the constituencies;
- ix. Ensure timely disbursement of funds to the constituencies;
- x. Maintain a consolidated and updated register of the Board's assets at the Constituencies;
- xi. Inspect Constituencies' books of accounts and follow up on issues raised in audit and field inspection reports;
- xii. Develop and submit for approval the division's work plan and budget and monitor its implementation;
- xiii. Prepare training schedules and participate in training of Fund Account Managers and other stakeholders on public finance management;
- xiv. Authenticate disbursement status reports for constituencies for submission to the Board;
- xv. Identify and document risks in the division and institute mitigation measures; and
- xvi. Any other duty as may be assigned by the supervisor.

Interested and qualified persons are required to make their applications online through the job application portal on the Board's website: www.ngcdf.go.ke or /and hard copies to be dropped in a designated Box, at the Board's Headquarters, Harambee Cooperative Plaza 5th Floor, during working hours (8 am to 5 pm). Applications may also be sent through post office as per the address provided below so as to reach the Board on or before **February 08, 2022**. For the hard copy applications, the reference No. for the position applied for should be properly indicated on top of the envelope.

Candidates must submit the following documents alongside application

- i. Police Clearance (Certificate of good conduct);
- ii. Duly executed self-declaration form from the Ethics and Anti-Corruption Commission;
- iii. Clearance from Kenya Revenue Authority;
- iv. Clearance from Higher Education Loans Board (HELB);
- v. Clearance from a reputable Credit Reference Bureau.

NOTE

- i. Applicants for the position of Field Operations Officer/Fund Account Manager **MUST** indicate and show prove of their home constituency.
- ii. Applications containing false information shall be disqualified.
- iii. Details of academic and professional certificates not obtained by closure of the advert shall not be considered.
- iv. Applicants should indicate daytime telephone number, postal address, current salary, names and contact address of 3 referees.
- v. Only shortlisted and successful candidates shall be contacted.
- vi. Canvassing in any form will lead to automatic disqualification.
- vii. The Board is an equal opportunity employer and encourages persons of all gender, minority and marginalized communities, youth and persons living with disabilities to apply.
- viii. Both hard and soft copies of applications should reach the Board on or before **Tuesday February 08, 2022 latest at 5.00 pm.**

Applications with comprehensive Curriculum Vitae, certified copies of academic and professional certificates and all other requirements should be addressed to: -

The Chief Executive Officer
National Government Constituencies Development Fund Board
Harambee Cooperative Plaza, 5th Floor (Junction of Haile Selassie Avenue & Uhuru Highway)
P.O. Box 46682-00100
NAIROBI