

CATHOLIC DIOCESE OF KITUI

VACANCY ADVERTISEMENT

JOB TITLE: Accounts Assistant
DEPARTMENT: Finance
REPORTS TO: Diocesan Accountant

PURPOSE:

Under the guidance of the Diocesan Financial Administrator and Supervision of the diocesan Accountant, the Accounts assistant shall be responsible for financial accounting specifically for efficiency and continuity of all assigned Accounting activities.

Job Description

Catholic Diocese of Kitui invites applications from suitable, qualified and experienced person to fill the vacant position of Accounts Assistant.

Job Specification

- Process day to day financial transactions for the projects/institution assigned, ensuring expenditure is authorized and correctly captured in the system.
- Providing inputs to budgeting process for institutions/projects
- Preparation of Financial reports on a regular basis
- Provide financial management and administrative support to projects and institutions assignment
- Perform any other duties as assigned by the supervisor or any other person designated by the supervisor

Qualifications and Experience

- Must be a CPA Graduate
- A Finance related degree will be an added advantage
- At least two and half years of experience in a busy accounting environment
- Knowledge of accounting packages (QuickBooks preferably)
- Must be a conversant with catholic social teachings.
- Excellent interpersonal and communication skills.

Interested applicants are requested to submit their CVs including contact details for three references (one of the Referee must be a Pastor or Priest) and a covering letter explaining why they are best suited for this particular position before the close of business on 16th November, 2014 to

Human Resources Officer

Catholic Diocese of Kitui

P. O Box 300, 90200 Kitui Or by email: hr@dioceseofkitui.org