

## **CATHOLIC DIOCESE OF KITUI.**

### **VACANCY ADVERTISEMENT**

**JOB TITLE:** Project Accountant  
**DEPARTMENT:** Finance  
**REPORTS TO:** Diocesan Accountant

The Catholic Diocese of Kitui is currently looking for a suitably qualified person to fill in the position of a project accountant. Under the guidance of the Diocesan Financial Administrator and Supervision of the diocesan Accountant, the project accountant shall be responsible for financial accounting specifically for efficiency and continuity of all assigned Accounting activities.

#### **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 assigned.
- 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 **Close Of Business 21<sup>st</sup> October 2016,**

Online via : [hr@dioceseofkitui.org](mailto:hr@dioceseofkitui.org)

**OR**

Letter addressed to  
Human Resources officer,  
P.O. Box 300 - 90200  
Kitui.

***NB: Only Shortlisted candidates will be contacted.***