

MURANG'A PUBLIC SERVICE BOARD



ADVERTISEMENT OF VACANCIES

The Murang'a County Public Service Board wishes to recruit competent and qualified persons to fill the following positions:

DIRECTOR ACCOUNTING SERVICES JG 'R' ONE (1) POST

a) Duties and Responsibilities

- i. Monitoring implementation of Accounting standards and systems for compliance; including Integrated Financial Management Information System (IFMIS) operations;
- ii. Coordinate the preparation of the annual appropriation accounts and other financial statements of the county government to facilitate the availability of additional funds as per the legislations
- iii. Advise the County Government on accounting matters and reporting formats to ensure the county adhere to the accounting policies and procedures.
- iv. Implement performance contracting and management of accounting staff to enhance efficiency in resource use and effectiveness in service delivery.
- v. Monitor expenditure against the budget and processing vouchers for fund advances.
- vi. Advise project leads on possibilities and constraints to save on costs overruns by ensuring projects are delivered on time as agreed.
- vii. Make approvals as the final signatory to release payments within the allowed limit and escalate approvals for amounts above the defined limits to the Chief Officer, Finance and Economic Planning
- viii. Supervise staff including assignment of relevant duties and responsibilities and ensure performance management for section staff Finance and Economic Planning
- ix. Oversee the implementation of the approved accounting standards, policies and concepts to ensure compliance
- x. Supervise cash transactions and monitor bank balances and reconciliations to ensure resources are utilised according to the county plans.

- xi. Oversee preparation of financial reports to ensure the county is compliant to the financial reporting standards as required by the legislations.
- xii. Participate in the County Policy Making Committee to ensure the policies developed are compliant to the accounting principles and frameworks
- xiii. Liaise with external auditors to facilitate audit of final accounts and ensure that any audit queries/recommendations are adequately addressed.
- xiv. Table the County's audited final accounts to the Finance Committee for discussion and adoption
- xv. Ensure monthly/quarterly financial reports are prepared including on the status of project activities.
- xvi. Review and approve the final external (annual) report in order to ensure accuracy and completeness of all information provided (financial and non-financial) therein.
- xvii. Preparation of payments
- xviii. Supervise records and budget implementation unit.

Salary Scale: The salary will be in **Job Group "R"** and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: P&P

Requirements for appointment

- i. Be a citizen of Kenya;
- ii. Be in possession of a Bachelor's degree in Accounting, Finance, Business Administration, Commerce, Economics or its equivalent from a university recognized in Kenya;
- iii. possession of a relevant Master's degree from a university recognized in Kenya will be an added advantage.
- iv. Be a member of the Institute of Certified Public Accountants of Kenya (ICPAK) or other relevant professional body and in good standing;
- v. Have at least ten (10) years relevant professional experience in financial management/ Revenue mobilization, five years of which should have been in a Senior leadership position or at a top management level in the Public Service or Private Sector; and
- vi. Meet the requirements of Chapter Six of the Kenya Constitution 2010 on Leadership and Integrity.

Terms of Service: P&P

How to apply

Details of the vacancies can be accessed at our website www.murang'a.go.ke.

Applicants should apply online using the link <http://apply.muranga.go.ke> on or before **Tuesday 25TH July, 2023.**

- Applicants from other Counties are encouraged to apply.
- Any Form of Canvassing Shall Lead to Automatic Disqualification.
- Women, Minorities and Persons Living with Disabilities are Encouraged to Apply.
- Shortlisted Candidates Will Be Required to Produce Their Original Identity Cards, Academic and Professional Certificates, Testimonials, Clearance And Other Relevant Documents In Support Of Their Applications.
- INCOMPLETE applications will not be considered
- Only short-listed candidates will be contacted.

Murang'a County Government is an equal opportunity employer