

## Accounts Assistant (1 Post) at Kenya Water Institute (KEWI)

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Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

### Job Description

KEWI as established by the KEWI Act is mandated to offer training, administer examinations offer research and consultancy services in the wider water sector. KEWI has earned the recognition of being a leading institution in producing high caliber human capital for the water sector in the region. Our vision is “To be a World class Centre of Excellence in Training, Research and Consultancy in the Water and related Sectors”. To achieve this KEWI, with the support from the Government and development partners has invested in capacity building of her staff both locally and internationally.

### GRADE KW8

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### Duties and responsibilities will entail:

Verification of vouchers and committal documents in accordance with laid down rules and regulations;

Data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers;

### Job Specifications

### For appointment to this scale, a candidate must meet the following requirements:

Part II of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualifications;

Proficiency in computer applications;

Fulfill requirement of Chapter 6 of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

### **Personal Attributes**

Ability to get on well with a diverse workforce;

Good knowledge in the professional field of specialization;

Good communication skills;

Ability to take instructions;

Good organizational and supervisory skills.

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