

Deputy Accountant General at Kericho County

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Location: Kenya

Category: business-and-financial-operations

Job Description

A prosperous county in economic, social and political development with residents enjoying high quality of life. MISSION To foster equitable and sustained socio-economic development through effective and efficient mobilization and utilization of available resources.

ADMINISTRATIVE UNITS The county is composed of six Constituencies, 15 administrative divisions namely: Ainamoi, Belgut, Kabianga, Bureti, Roret, Cheborge, Sigowet and Soin.

Other Administrative Divisions are: Kunyak, Chilchila, Kamasian, Kipkelion, Londiani, Sorget and Chepseon. These are further sub-divided into 85 locations that are further sub-divided into sub-locations. It covers an area of 2, sq. km.

Duties and Responsibilities

An officer at this level may be deployed at the Accountant General's office or a large Accounting Unit. In the Accountant General's Office an officer in this grade will head a division where duties will entail:

Reviewing the applications of accounting standards and systems including IFMIS and recommending changes and improvements;

Attending Public Accounts Committee hearings as necessary;

Overseeing cash management and exchequer operations both for expenditure and revenue in liaison with the Central Bank of Kenya and other banks;

Monitoring banking arrangements in the Departments under their division;

Drafting and revising regulations for new and existing funds respectively;

Monitoring and ensuring timely production of management and stationary financial reports including the bi-annual accounts;

Monitoring data management both for Departments under their division for IFMIS and other systems in liaison with Government Information Technology Services (GITS) Department;

Reviewing and investigating losses including making recommendations for write-offs requested by Departments;

Follow up with Heads of Accounting Units (HAU) on non compliance with standards, circulars, financial regulations and procedures, letters and instructions;

Ensure safe custody of government assets and records under him/her; and

Supervision, training, development and deployment of accounts staff in the unit;

In an Accounting Unit, an officer at this level will be responsible to the Accounting officer of the respective ministry/department for planning, organizing, coordinating and administration of all accounting activities within the accounting unit;

Acting as liaison officer between the accounting unit and the Accountant General;

Provision of advisory services to the Accounting officer and other stakeholders on all financial and accounting matters in an accounting unit;

Ensuring proper interpretation and implementation of financial regulations and procedures, treasury circulars, letters and instructions;

Developing supplementary financial regulations and procedures to enhance internal controls established through normal treasury regulations and procedures;

Provision of quality and timely accounting services in the accounting unit including maintenance of accurate accounting records and preparation of management and statutory financial reports ensuring conformity to the law;

Participate fully in departmental committees' especially tender, planning, audit, training, etc.;

Authorizing payments, sign cheques, identify suitable cheques signatories and set limits as appropriate;

Maintain an inventory on all bank accounts in the accounting unit and their approved signatories including sub-counties;

Ensuring safe custody of government assets and records;

Attending Public Accounts Committee hearings; and supervision, training, development and deployment of accounts staff in the unit.

Requirements for Appointment

For appointment to this grade, an officer must have:-

Relevant working experience of fifteen years in the Accounting, Audit or Financial field; or

Served in the grade of Senior Assistant Accountant General, Job Group 'Q' or in a comparable and relevant position in the Public Service for a minimum period of three years;

Passed Part III of Certified Public Accountant (CPA) Examination or its recognized equivalent;

Masters degree in any of the following disciplines:- Accounting, Finance, Business

Administration, Commerce or their relevant equivalent qualification from an approved institution;

Register with the Institute of Certified Public Accountants of Kenya (ICPAK) and

Registration of Accountants Board (RAB);

Attended a Strategic Leadership Development Course lasting not less than four weeks from a recognized institution;

Shown merit and ability as reflected in work performance and results.

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