

## Director, National Sub -County Treasuries- 1 Post at The National Treasury and Economic Planning

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### Job Description

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The National Treasury derives its mandate from the Constitution , the Public Management Act and the Executive Order No.2/.

#### **For appointment to this grade, an officer must have:**

served for a minimum period of three years at the grade of Senior Deputy Accountant General, CSG '5' or in comparable and relevant position in the wider public service or private sector;

a Masters degree in any of the following fields: Commerce, Accounting, Business Administration, Finance, or equivalent qualification from a University recognized in Kenya;

passed Part III of Certified Public Accountant (K) or its equivalent qualification from a recognized university in Kenya;

registered with the Institute of Certified Public Accountant of Kenya (ICPAK), and Registration of Accountants Board (RAB);

demonstrated a thorough understanding of National goals, policies and development objectives and the ability to transform them into accounting standards, policies and programmes;

broad experience and knowledge of the Country's Public Sector Financial Management,

policies and goals;

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

### **Duties and Responsibilities**

An officer at this level will be responsible to the Director General, Accounting Services and Quality Assurance. Specific duties and responsibilities will include;

advising on financial reporting formats;

providing advisory services to stakeholders on financial and accounting matters;

providing guidance on cash and Treasury management;

ensuring Sub-County Treasuries accounting data is incorporated in the (MDAs) ledgers;

ensuring timely submission of statutory and management financial reports;

overseeing issuance of AIE to Sub-Counties;

authorizing payments;

ensuring safe custody of government assets, records and accountable documents;

reviewing responses to audit queries;

facilitating arrangements for bank mandates; and

maintaining an inventory of bank accounts opened.

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