



**8. Senior Finance/Accountant (FCA 5) – NIFC/SA/8/2025**

**a) Job Specifications**

This is a promotional grade. An officer at this level will work under the supervision and guidance of the principal accountant in charge of the section he/her has been deployed.

**b) Job Description**

The following are the duties and responsibilities: -

- (i) Verify payments and receipt vouchers and committal documents;
- (ii) Capture data;
- (iii) Maintain primary records such as cash books, ledgers, vote book;
- (iv) Prepare management reports in the system;
- (v) Keep safe custody of Authority's records and assets;
- (vi) Receive duly processed payments and receipt vouchers;
- (vii) Write cheques, post payments and receipt vouchers in the cash book;
- (viii) Authorize payments and sign cheques subject to set limits;
- (ix) Withdraw and ensure safety of the cash;
- (x) Ensure security of cheques and cheque books;
- (xi) Monitor collection of revenue;
- (xii) Verify invoices in the system;
- (xiii) Upload accounting data into the system;
- (xiv) Coordinate closure of monthly accounting periods;
- (xv) Examine payment vouchers;
- (xvi) Assist in development and implementation of department work plan; and
- (xvii) Assist in implementation of ISO audit recommendation.

**c) Person Specifications: -**

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

- (i) Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option), or any other relevant qualification from a recognized institution;
- (ii) CPA (III) or any other relevant qualification from a recognized institution;
- (iii) Member of Institute of Certified Public Accountants (ICPAK) or any other recognized professional body;
- (iv) At least four (4) years relevant work experience;



- (v) Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- (vi) Proficiency certificate in computer application; and (vii) Fulfil the requirement of chapter six (6) of the Constitution.

**d) Key competencies and skills;**

- (i) Financial reporting;
- (ii) Budgeting and forecasting;
- (iii) Regulatory knowledge;
- (iv) Problem solving;
- (v) Ethics and integrity; and
- (vi) Technical proficiency.



### **How to Apply:**

Applicants whose background and competencies match the above specifications are invited to apply for the positions by submitting a cover letter, detailed curriculum vitae (CV), a copy of their National Identity Card, copies of academic and professional certificates, and transcripts and other relevant testimonials either via email to [recruitment@nifca.go.ke](mailto:recruitment@nifca.go.ke) addressed to:

**Chief Executive Officer  
Nairobi International Financial Centre Authority  
The National Treasury Building  
10th Floor, Room 1015  
P. O Box 30007-00100  
Nairobi, Kenya**

**Please note:**

- Applications must be received by Wednesday 25<sup>th</sup> February 2025 at 5 pm (East African Time).
- No hard copy applications will be accepted
- Only shortlisted candidates shall be contacted

The Nairobi international Financial Centre Authority is an equal opportunity employer. Female candidates and persons living with disability are encouraged to apply. Any form of canvassing will lead to automatic disqualification.