

Vacancy Announcement

The Embassy of the Republic of Kenya in Addis Ababa requires an **Account Assistant** for a two year contract.

Applicants should be of employment age and residing in Addis Ababa. Application with full C.V should be sent to the Kenya Embassy Addis Ababa or emailed to the Kenya Embassy addisababa@mfa.go.ke and copied to keaddisababa@gmail.com

Application deadline is 10th October, 2022.

Only shortlisted applicants will be contacted.

(a) **Duties and Responsibilities** - An officer at this level will be responsible for performing a variety of accounting work of limited scope and under the guidance of a senior officer. Specifically, work will involve preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cash books, imprest and advances ledgers etc. The scope and complexity of work will increase with experience and training but the officer will be under close guidance where new tasks are involved. He/she will be responsible for safe custody of records and assets under him /her.

(b) Requirements for Appointment

For appointment to the grade of Accounts assistant a candidate must have the following qualification: - A pass in part II of the Certified Public Accountants (CPA) Examination from Kenya Accountants and Secretaries National Examinations Board (KASNEB) or it's recognized equivalent qualifications.

OR

Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification and a Certificate of good conduct.

The candidate should have a minimum of eighteen (18) months relevant experience in a similar position.

Personal Qualities

In addition to the above requirements, one must have the following qualities:

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions

Core skills

- Information and Communication Technology
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills