

# LAIKIPIA

P.O. Box 1100-20300,  
NYAHURURU,  
KENYA



# UNIVERSITY

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## OFFICE OF THE REGISTRAR (ADMINISTRATION AND HUMAN CAPITAL)

Ref: LU/ADMIN/R (ADMIN)/IA/I/8/95

14<sup>th</sup> June, 2022

### INTERNAL ADVERTISEMENT

#### 1. DEPUTY FINANCE OFFICER

Applications are invited from serving members of staff for the position of **Deputy Finance Officer Grade 14**

#### Duties and Responsibilities

1. Deputize the Chief Finance Officer.
2. Prepare financial statements and accounts.
3. Participate in budgetary control and administration.
4. Responsible for the timely preparation and submission of periodic financial reports.
5. Responsible for the preparation of income and expenditure statements.
6. Responsible for the preparation and submission of financial statements and accounts.
7. Responsible for the compilation of university budget.
8. Verifying outstanding audit reports;
9. Reviewing of accounting systems and recommending necessary changes.
10. Ensuring asset registers are maintained by the University.
11. Compiling reports on non-compliance vote heads.
12. Interpreting and implementing financial regulations and procedures, Treasury circulars, letters and instructions.
13. Maintaining accurate accounting records.
14. Facilitating preparation of management and statutory financial reports.
15. Maintaining an inventory on all bank accounts Unit and their approved signatories.
16. Overseeing the Preparation of budget forecasts.
17. Putting in place proper accounting and internal control procedures.
18. Formulating and instituting prudent financial management procedures.
19. Overseeing that all donor and government grants are accounted for appropriately.
20. Any other duties that may be assigned by Chief Finance Officer.

#### Academic/Professional Requirements

- i. Master's Degree in relevant field and CPA K.

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**Vision** : A University for Valued Transformation of Society

**Mission**: To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy



Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified



- ii. Bachelor's Degree in relevant field
- iii. Member of Institute of Certified Public Accountants of Kenya;
- iv. Computer Literacy
- v. Exemplary work performance.
- vi. Demonstrate outstanding qualities of leadership, coordination and organization at senior management level.

### **Experience**

Three (3) years' experience as a Senior Accountant grade 13.

## **2. DRIVER**

Applications are invited from serving members who wish to be re-designated to the **Position of Driver.**

### **Duties and Responsibilities**

1. Responsible for driving University vehicles.
2. Adhere closely to the High Way code.
3. Be courteous and professional in dealing with passengers.
4. Ensure all trips are properly authorized.
5. Provide advice and coach other drivers.
6. Observe daily preventive maintenance of vehicles.
7. Any other duties that may be assigned by immediate supervisor.

### **Academic/Professional Requirements**

- i. KCSE Certificate
- ii. Driving License Class B, C and E with PSV endorsement
- iii. Passed Occupational Trade Test I for Drivers
- iv. Craft Certificate
- v. Exemplary work performance
- vi. Basic Mechanical experience or training will be added advantage

### **Experience**

Three (3) years' experience

### **Mode of Application:**

Successful candidates will be required to satisfy the requirement of chapter 6 of the constitution of Kenya 2010 and must attach the following;

- Certificate of good conduct from the Directorate of Criminal Investigation.
- Tax compliance certificate from KRA
- Clearance certificate from Higher Education Loans Board.
- Clearance certificate from CRB
- Self-declaration clearance certificate from Ethics and Anti-Corruption Commission



**How to apply;**

Applicants must submit ten (10) copies of applications accompanied by detailed CV detailing academic qualification, professional experience and membership to professional associations and copies of certificate should be sent to:-

The Deputy Vice-Chancellor (AF&P)  
Laikipia University,  
P.O. Box 1100-20300  
**NYAHURURU – KENYA**

So as to reach the office not later than 24<sup>th</sup> June, 2022

*Laikipia University is an equal opportunity employer. Women, minority groups and persons living with disabilities are encouraged to apply.*

*Only shortlisted candidates will be contacted.*

