

LAIKIPIA

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



UNIVERSITY

TEL: +254-(0) 771678035;
radmin@laikipia.ac.ke; www.laikipia.ac.ke

OFFICE OF REGISTRAR (ADMINISTRATION AND HUMAN CAPITAL)

Ref: LU/ADMIN/R(ADIM)/132/EA/72

9th September, 2019

JOB VACANCIES

Laikipia University is a Public Chartered University located 11 kms from Nyahururu Town along Nyahururu -Nakuru Road and 50 kms from Nakuru along Nakuru –Nyahururu road.

To effectively fulfill its mandate, the University is seeking to recruit qualified individual to fill the following position:

1. FINANCE OFFICER - GRADE 15 REF: LU/AD/1/09/19 (1 POST)

Reports to: Deputy Vice Chancellor (Administration, Finance and Planning)

Academic/Professional Requirements

Applicants should:-

- (a) Hold a first degree in Finance or Accounting;
- (b) Have a Master's Degree in Finance or Accounting or their equivalent;
- (c) Be qualified either as CPA(K) or ACCA or CA or equivalent;
- (d) Be an active member of the Institute of Certified Public Accountants, Kenya;
- (e) Have at least Six (6) years' experience in finance with Three (3) years' experience as a Deputy Finance Officer in a University or equivalent institution;
- (f) Be computer literate with demonstrable practical experience; and
- (g) Demonstrate outstanding qualities of leadership, coordination and organization at senior management level.

Duties and Responsibilities

The Finance Officer shall:

- (a) Manage and oversee prudent utilization of all financial resources of the University;
- (b) Manage insurance and non-current assets;
- (c) Prepare and submit annual estimates of revenue and expenditure to the University Management Board;
- (d) Supervise compliance to budgetary allocation in accordance with the approved annual budgets;

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



- (e) Receive and process proposals for subscription, donations and requests for necessary approvals;
- (f) Prepare and submit financial reports on income, expenditure and assets of the University;
- (g) Submit all necessary reports including all statutory reports relating to finances of the University;
- (h) Advise the Vice-Chancellor on all public sector accounting matters;
- (i) Implement public sector accounting standards including accounting policies, bases and concepts of government accounting systems, both manual and computerized;
- (j) Advise the University on the best and appropriate financial reporting formats;
- (k) Oversee the implementation of approved University financial and accounting policies and regulations;
- (l) Oversee the development, review and implementation of the University financial management framework and policy;
- (m) Prepare proposals and submit reports on borrowing, mortgaging or charging all or any part of movable and immovable property by the University;
- (n) Prepare and submit periodic reports on administration, relevant statutory requirements and overall status of the department to the Deputy Vice-Chancellor in charge of Administration, Finance and Planning; and
- (o) Perform any such other duties as shall be assigned by the Deputy Vice-Chancellor in charge of Administration, Finance and Planning.

Terms and Conditions of Service

- Successful candidate for the position will be offered a competitive remuneration package, including the following:
 - Salary Scale: Ksh 170,681 - 248,898 per month;
 - House Allowance: KShs.73,715 p.m.;
 - Medical cover as per the University College Medical Scheme;
 - Leave allowance.
- The appointment will be for a contract period of five (5) years renewable subject to satisfactory performance.

How to apply

- Applicants should submit a detailed curriculum vitae (detailing academic qualifications, professional experience and membership to professional associations), copies of certificates, e-mail addresses and day time telephone contacts.
- They should also provide names, telephone numbers and contact addresses of three referees.
- Applicants must also submit valid clearances from the following bodies:
 - a) Kenya Revenue Authority;
 - b) Higher Education Loans Board;
 - c) Ethics and Anti-Corruption Commission; and
 - d) Criminal Investigation Department (Certificate of Good Conduct).
 - e) Registered Credit Reference Bureau.

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- Comply with the requirements of Chapter 6 of the Constitution.
- Ten (10) copies of the application and referees' confidential reports on the applicants' suitability for the posts should be sent via registered mail or courier or delivery by hand in **an envelope marked with the Reference number on the left hand side of the envelope**” and sent to the under-signed to be received on or before **25th September, 2019**

**The Vice-Chancellor,
Laikipia University Council,
P.O. Box 1100-20300,
Nyahururu, Kenya
Email: vc@laikipia.ac.ke**

N.B. A soft copy of the application letter and C.V. **only and No other attachment** should be sent by email to vc@laikipia.ac.ke

Only shortlisted candidates will be contacted.

Laikipia University is an equal opportunity employer.

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