

EMPLOYMENT OPPORTUNITY

The Kenya National Commission for UNESCO is a State Corporation established under the KNATCOM Act 2013 which aims to advance UNESCO's agenda in Kenya by contributing to peace and sustainable development, through the promotion of international standards and best practices in the five fields of UNESCO's competence namely: Education, Natural Sciences, Social & Human Sciences, Culture and Communication & Information.

To fulfill its mandate, the Commission wishes to recruit a dynamic, result-oriented, and self-driven person to fill the following vacant post under the terms and conditions advertised:

ADVERTISEMENT NO. KNCU/03/2024: ACCOUNTS ASSISTANT -KNC 11/B2 - 1 POST

Job Title	Accounts Assistant
Grade	KNC 11/B2
Place of Work	KNATCOM Headquarters, Nairobi
Reports To	Accountant
Remuneration	Gross pay Ksh. 22,900
Terms of Service	Short-Term Employment (6 Months Contract)

Function of the Accounting Unit

This Division exists to perform the following functions: accounting policy development; managing accounts payable (money out); managing accounts receivable and revenue tracking (money in), handling payments; taxation and cash flow control, revenue collection and receipting; cash security; reconciliation of payments; inventory management; debtors collection; monitoring property accounting; cost analysis; preparation of accounting reports and security of accounts.

Duties and Responsibilities

The 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: -

1. Assisting in availing information to customers when necessary, upon request and escalate where unable to avail;
2. Assisting in receiving and verifying invoices/claims/imprest requests from suppliers/staff and posting in appropriate registers and forwarding to the Finance Manager for authorization;

3. Assisting in receiving authorized requests (claims, invoices, imprest) and processing (prepare voucher/warrant) and capturing of the payment;
4. Assisting in receipting of cash/revenue received immediately upon recognition;
5. Assisting in posting of payments and receipts in the cashbook daily;
6. Assisting in performing monthly bank reconciliation;
7. Assisting in processing of statutory deductions payments, VAT, Withholding tax, etc.;
8. Assisting in preparation, updating, and reconciliation of the creditors, debtors, and general ledgers and providing debtors reports;
9. Assisting in preparation of remittance advice for suppliers;
10. Assisting in preparing weekly payment status reports itemizing pending payments; and
11. Any other duties as may be assigned.

Job Specification

Academic & Professional Qualifications	<ul style="list-style-type: none"> ▪ A Diploma in Finance/Accounts or any relevant field from a recognized institution. ▪ Fulfill the requirements of Chapter Six of the Constitution.
Key Competencies and Skills	<ul style="list-style-type: none"> ▪ Proficiency in English and Kiswahili languages; ▪ Good interpersonal skills; and ▪ Good attitude towards work and colleagues.
Personal qualities	<ul style="list-style-type: none"> ▪ Computer literate, Team player, Flexible, Has integrity, Self-motivated, and Well-organized.

How to apply

1. Apply through the Commission's website: www.unesco.go.ke
2. Submit copies of the Application Letter, Curriculum Vitae, Academic Papers, National Identity Card, NSSF, NHIF and KRA Pin Certificate.
3. The deadline for submission of all applications is **4th April 2024** at **5.00 pm**.

Note:

- i). Only shortlisted and successful candidates will be contacted.**
- ii). Canvassing in any form will lead to automatic disqualification.**
- iii). KNATCOM is an equal opportunity employer. Women, Youth, and PWDs are encouraged to apply.**