



Presbyterian Church of East Africa

OFFICE OF THE GENERAL ASSEMBLY

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August 6, 2019

**To the Presbytery Clerks
Presbyterian Church of East Africa**

Dear Brethren,

RE: RE-ADVERTISEMENT FOR THE POST OF AN ACCOUNTANT

Job Title: Accountant

Reporting to: Company Secretary – Presbyterian Foundation

a) Responsibilities

- 1) Ensure accurate and timely filing of statutory obligations.
- 2) Ensure accurate bank reconciliation.
- 3) Ensure accurate and timely debtors and creditors ledger.
- 4) Ensure timely financial management reports.
- 5) Ensure training of all accounts personnel to understand system and procedures.
- 6) Ensure monitory of financial systems with a view to ensure efficiency and accuracy of records.
- 7) Ensure that all procurement procedures are followed before incurring any cost.
- 8) Ensure that all staff under him/her have specific duties and responsibilities.

b) Education, Skill competencies, Experience requirements:

- 1) Bachelor's Degree in Finance - Accounting option.
- 2) CPA(K)
- 3) Must be computer literate and proficiency in English.
- 4) Familiar with hotel operating system, xero system and software is a must.
- 5) Should be between the age of 30 - 40 years
- 6) Minimum of 5 years work experience of which 3 years are from hospitality business
- 7) Masters in Finance, Economics an added advantage.

All qualified candidates should apply and attach with their application, a recommendation letter from their Parish Minister, all testimonials and certificates, KRA Compliance Certificate, CID Good Conduct and EACC Certificate on or before August 30, 2019 to **info@pcea.or.ke**.

Yours sincerely,

Rev. Peter Kaniah
SECRETARY GENERAL

cc: Moderator – 22nd GA
Deputy Secretary General
Honorary Treasurer