



## UNIVERSITY OF NAIROBI

### EXTERNAL ADVERTISEMENT

Applications are invited from qualified persons for the position shown below.

**DIRECTOR, FINANCE/FINANCE OFFICER, GRADE: 15; FINANCE DEPARTMENT, ADVERT REF AC/12/279/23**

#### **Salary and benefits**

Basic Salary: Kshs 209,694-283,087  
House Allowances: Kshs 73,715

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time.

For Appointment to this grade, the applicant must have:

#### **Academic and professional**

- a) Have a relevant Bachelor's Degree in Finance/Accounting or related discipline from a university recognized in Kenya;
- b) Masters degree in Finance/Accounting or its equivalent
- c) Registered by ICPA (K)
- d) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.
- e) Computer literacy.

#### **Experience and skills**

- a) 12 years' experience, of which 3 years should be at Deputy Director, Finance or equivalent.
- b) Have outstanding professional competence in Financial Management.
- c) Demonstrated high administrative capabilities.

#### **Duties and Responsibilities**

The duties and responsibilities shall include but are not limited to:

- a) Maintaining books of accounts and records relating to all income, expenditure and investments,
- b) Ensuring sound financial management of University funds through application of appropriate financial systems and investment options,
- c) Implementing effective financial and stores control systems,
- d) Preparing statutory financial statements and other financial reports in conformity with relevant professional standards and other statutory requirements,
- e) Preparing University's annual budget in consultation with user departments and submission of expenditure returns,
- f) Ensuring that University financial systems are sound in design and operation and comply with International Financial Reporting Standards and other professional and regulatory guidelines,
- g) Ensuring economic utilization of University resources and other assets,
- h) Providing financial consultancy and advisory services to the University of Nairobi management and any other entity as may be approved from time to time,
- i) Assign and review assignments to Finance Department staff and,
- j) Any other duties as may be assigned by the Vice-chancellor from time to time.

## NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be addressed to the Chair of Council, University of Nairobi, P.O. Box 30917, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.
5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
  - a. Kenya Revenue Authority
  - b. Higher education Loans Board
  - c. Ethics and Anti-Corruption Commission
  - d. Criminal Investigation Department
  - e. Credit Reference Bureau
6. Applications should be emailed as one file in PDF to: [appstocouncil@uonbi.ac.ke](mailto:appstocouncil@uonbi.ac.ke).

**CLOSING DATE: TUESDAY, DECEMBER 26, 2023**

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.  
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**