



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

ASSISTANT ACCOUNTANT, GRADE 7/8 (CD), FINANCE DEPARTMENT, CENTRAL ADMINISTRATION, AD/7/102/24 – 36 POSTS

Job specifications (Applicants shall have)

- i) Bcom (lower second) degree or Equivalent qualifications.
- ii) Three (3) years' experience at the level of Accounts Assistant Grade 5/6 (AB)
- iii) Computer literate.

Duties and responsibilities

The successful candidate will among other assignments be expected to: carry out bank reconciliations, reconcile students Accounts; process AIEs in the budgetary system, Update Student Information system, perform any other duties as assigned by the Supervisor 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 being addressed to the Deputy Registrar, Recruitment and Training, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: recruit-assafd@uonbi.ac.ke

CLOSING DATE: FRIDAY, JULY 26, 2024

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