



## KENYA SCHOOL OF LAW

### JOB ADVERTISEMENT

The Kenya School of Law is a public legal education provider responsible for the provision of professional legal training as an agent of the Government. The School is run under the auspices of the Kenya School of Law Act No. 26 of 2012 of the Laws of Kenya. The core functions of the School as currently constituted includes provision of the following services: -

- a) Train persons to be advocates under the Advocates Act;
- b) Ensure continuing professional development for all cadres of the legal profession;
- c) Provide para-legal training;
- d) Provide other specialized training in the legal sector;
- e) Develop curricular, training manuals, conduct examinations and confer academic awards; and
- f) Undertake projects, research and consultancies.

In order to effectively meet these expanded functions, the School wishes to recruit committed, dynamic and result oriented persons who will join the existing strong team of staff to help it realize its vision of being *"A preferred centre of excellence in legal education and training in the Eastern Africa region and beyond"*.

We are looking for independent, visionary, strategic thinkers who are customer oriented, and would effectively participate in initiating organizational transformation. Specifically, we seek to recruit: -

**ACCOUNTS ASSISTANT**

**REF: KSL/HR04/2018 KSL 8**

**1 POSITION**

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#### **Job Summary**

To ensure proper recording of all receivables and cash creditors transactions, prompt banking of receipts and proper maintenance of cashbook and receivables subsidiary ledger.

#### **Job Specification**

The duties and responsibilities of the officer will entail-

- (i) Receiving monies from internal and external customers is acknowledged and accounted for by issuance of and official receipt;
- (ii) Ensuring safe custody of all Cash, Cheque and Cash equivalent through instant banking and lockable safe so as to safeguard school revenue;
- (iii) Ensuring submission of monthly Reports by generating accounts receivables and expenditure analysis to facilitate decision making;
- (iv) Preparing payment vouchers and schedules to ensure that suppliers and service providers are paid and statutory deductions are executed accordingly;
- (v) Updating the vote book to ensure payments are within budget;
- (vi) Managing the imprest register to ensure that there is cash flow for smooth daily operations;
- (vii) Ensuring safe custody of all accountable documents through lockable safes to avoid fraud through manipulation of old records;

- (viii) Liaising between the School and its official bankers through transacting on behalf of the school to limit access to the Institution's accounts;
- (ix) Preparing and submitting statutory deductions so as to avoid penalties from non-remittance and late remittance of the same and comply with statutory obligation; and
- (x) Entering data in the accounting system.

### **Person Specification**

The successful candidate will: -

- (i) Be a holder of a CPA Part II or Degree in Accounting, or its equivalent from a recognized institution.
- (ii) Have a minimum of 2 years relevant working experience.

Competitive remuneration package and benefits will be offered to the successful candidates.

**ALL APPLICANTS** are required to comply with the requirements of Chapter six (6) of the Constitution of Kenya. Shortlisted candidates will be required to provide evidence of clearance by the Ethics and Anti-Corruption Commission, Kenya Revenue Authority, Credit Reference Bureau, Higher Education Loans Board and provide a Certificate of Good Conduct.

The Kenya School of Law is committed to implementing the provisions of the Constitution – Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. THEREFORE PERSONS WITH DISABILITIES, THE MARGINALIZED AND MINORITIES ARE HIGHLY ENCOURAGED TO APPLY.

All applications should include the job reference number, a reliable email address, and day -time telephone contact and must be accompanied with a detailed curriculum vitae and copies of relevant certificates.

Send your application to:-

**The Director  
Kenya School of Law  
P. O. Box 30369-00100  
Nairobi.**

The application should reach this office on or before **30<sup>th</sup> October 2018**.