

MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION
MATHENGE TECHNICAL TRAINING INSTITUTE



P. O. BOX 665 – 10106 OTHAYA
TEL. 0725737174
Email: info@mathengetti.ac.ke
www.mathengetti.ac.ke



JOB VACANCY ADVERTISEMENT

Mathenge Technical Training Institute, a public Institution, intends to recruit a qualified professional for the following vacant position under the Board of Governors terms:

Assistant Accountant II REF NO: MTTI/AA/09/9/2022 - 1 POST

Duties and Responsibilities:

- i) Maintaining an up to date cashbook,
- ii) Maintenance of an effective system of internal controls and appropriate checks and balances within the Institute's financial and accounting functions,
- iii) Monitoring the Institute's cash position,
- iv) Generating monthly financial reports and accounts, bank and ledger reconciliation,
- v) Preparation and verification of vouchers,
- vi) Maintenance of various accounts records and books of accounts and
- vii) Any Other Duty as may be assigned

Requirements and Qualifications:

- i) Diploma in Accountancy Plus Certified Public Accountant (CPA) Part 1
OR Certified Public Accountant (CPA) Part 2
- ii) Proficiency in computer applications
- iii) Relevant work experience
- iv) Certificate of Good Conduct

APPROVED FOR
CIRCULATION

TH
6/9/2022



Interested and qualified applicants who meet the above criteria should submit their application letter, detailed CV and attach copies of their National Identity Card, Relevant Professional, Academic Certificates and Transcripts and Recommendation letters from previous employer(s) and day time telephone number.

Applications should reach the undersigned not later than **5.00 p.m.** on **Tuesday, 20th September, 2022**

The Principal/Secretary, BOG
Mathenge Technical Training Institute
P. O. Box 665-10106
OTHAYA
or email to info@mathengetti.ac.ke

Only shortlisted candidates will be contacted.

Mathenge Technical Training Institute is an equal Gender and Opportunity Employer. Qualified persons living with disabilities are highly encouraged to apply.



EXCEL IN SCIENTIFIC AND TECHNOLOGICAL INNOVATIONS

Mathenge TTI is ISO 9001:2015 Certified