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Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_030	**Financial Year**	
Document Date	9/3/2025	**Recruitment Plan ID**	
Requestor No.	0119	**Approval Status**	
Requestor Name	Caroline M. Mbaabu		

Vacancy Details

Position ID	JD-035	**Establishment**	
Salary Scale	CUE 8	**No. of Openings**	
Seniority Level	Entry-Level	**Target Candidate Source**	
Terms of Service		**Sourcing Method**	

Recruitment Details

Recruitment Reason	REPLACEMENT	**Planned Employment Start Date**	
Justification	Replacement	**Planned Employment End Date**	
Planned Start Date	9/9/2025	**Applications Closing Date**	
Planned End Date	29/9/2025	**Applications Closing Time**	

Requirements

Category	Description	Requirement Type
Academic	Diploma in Finance/Accounts or its recognized equivalent qualifications OR Passed Part I of the Certified Public Accountants (CPA) Examination;	Mandatory
Ethics & Integrity	Fulfil the requirements of Chapter Six of the Constitution of Kenya.	Mandatory
Professional	Computer Proficiency Skills	Mandatory
Skills & Competencies	Communication skills	Mandatory

Responsibilities

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2025/2026

CUE:RECRUIT-013

Released

0

1

Open

Direct Hire

9/29/2025

5:00 PM

Substitute Qualification Exist	Req Requirement
False	
False	
False	
False	

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Description

Entering financial data to appropriate accounts in an automated accounting system

Preparing and submitting customer invoices

Preparing and submitting of relevant with-holding and VAT payments to the Kenya Revenue Authority

Coding and receiving payments

Preparing of petty cash reimbursement payment vouchers

Preparing and issuing of cheques

Endorsing paid vouchers with payment dates, cheques numbers and paying bank

Filing vouchers with the aim of effective retrieval

Conducting monthly reconciliation of staff and supplier accounts

Receiving and recording incoming payment requests from suppliers and customers and posting in incoming registers

Work Conditions

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Category

Description