



Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_042	Financial Year
Document Date	5/13/2026	Recruitment Plan ID
Requestor No.	0204	Approval Status
Requestor Name	Margaret W Kamoni	

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	PD	Planned Employment Start Date
Justification		Planned Employment End Date
Planned Start Date	4/28/2026	Applications Closing Date
Planned End Date	2/6/2026	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;	Added Advantage
Ethics & Integrity	Fulfil the requirements of Chapter Six of the Constitution of Kenya.	Mandatory
Professional	Computer Proficiency Skills	Mandatory
Skills & Competencies	Communication skills	Added Advantage

Responsibilities



Vacancy Form



2024/2025

CUE:RECRUIT-016

Released



3

1

Open

2



6/2/2026

6/2/2026

5:00 PM



**Substitute
Qualification
Exist Req
Requirement**

False

False

False

False





Vacancy Form

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



Vacancy Form

Category

Description
