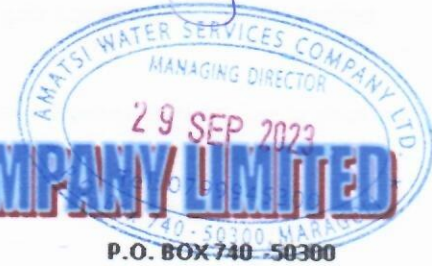


Approved
Egaf 29/09/2023



AMATSI WATER SERVICES COMPANY LIMITED



TEL: 0799945300

Email: amatsiwaterco@gmail.com

P.O. BOX 740-50300

MARAGOLI

Amatsi Water Services Company is established to provide water services in Vihiga County.

To strengthen our team, the Company is looking for self-driven, result oriented, highly motivated and qualified persons to fill the following vacant position:

RE-ADVERTISEMENT FOR THE POSITION OF ACCOUNTANT

1.ACCOUNTANT (1)

Reporting to the Finance Manager, the successful candidate will perform the following duties and responsibilities

- Provide assistance in the development of annual budget
- Prepare bank reconciliation
- Maintain and track fixed asset inventory control record for the company
- Resolve financial issues in an efficient and timely manner
- Participate in the year -end audit – compile supporting schedules and financial reports
- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Reconciling processed work verify entries and compare system reports to balances
- Maintaining historical records
- Paying casuals by verifying expense reports and preparing pay checks
- Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
- Preparing analyses of accounts and producing monthly reports
- Reviewing the company creditors' accounts in the system and reconciling them against creditors' statements.
- Maintain up-to-date staff debtor's status through regular staff account allocations.



- Review monthly income and expenditure statements with project teams to monitor the budget performances.
- Ensure prompt payment of statutory payments, preparation and submission of returns to relevant authorities including KRA
- Assist in the development of Proposal Budgets in liaison with the company team.

Appointment Specification

Applicants should have the following qualifications

- Degree in Accounting, Business Administration, Finance or related field
- 5 years of experience
- CPA K
- ICT proficient, accounting and ERP software
- Be a member of ICPAK and in good standing or a related profession body
- Analytical and attention to details
- Good organization, planning and coordination skills
- Problem solving skills
- Team player
- Ability to work under minimal supervision

Other requirements

- Certificate of Good Conduct
- HELB Clearance Certificate
- KRA Clearance Certificate
- EACC Clearance
- Clearance Certificate from an Approved CRB.
- Copy of National Identity Card

If you possess the attributes for the stated position, please submit your application with certified copies of academic and professional certificates, detailed CV indicating names, contacts of 3 referees, current and expected remuneration, and day contacts to the address below so as to reach the undersigned not later than **13th October 2023**.

**THE MANAGING DIRECTOR
AMATSI WATER SERVICES CO. LTD
P.O. BOX 740-50300
MARAGOLI**

Or Email:amatsiwaterco@gmail.com

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AWASCO is an equal opportunity employer and encourages women and persons with disabilities to apply. Only shortlisted candidates will be contacted. Canvassing is prohibited and will lead to automatic disqualification.