



## Career Opportunities

Kenya Power Pension Fund (KPPF) is a Retirement Benefits Scheme registered with Retirement Benefits Authority, responsible for providing pension benefits to permanent and pensionable employees of Kenya Power, KETRACO and Nuclear Power & Energy Agency upon their retirement or withdrawal and to their dependents in the event of death in service.

It is in this pursuit that KPPF is seeking to recruit top talent to join the innovative and transformative team to deliver on key milestones of the Fund. The individuals who will fill the positions should be result oriented, self-driven, creative, visionary and of high integrity. Applications are therefore invited from qualified persons to fill the vacancies indicated in the matrix below:

No.	Job Title	Ref No.	No. of Vacancies
1	Assistant Finance Officer	KPPF/HRA-HR/1/23/6	1

### How to Apply

Interested and qualified candidates are advised to visit the Fund's website for detailed job descriptions for the roles at [www.kppf.co.ke/careers/](http://www.kppf.co.ke/careers/). Applications should be submitted through the link: <https://e-recruitment.kppf.co.ke> to be received not later than Thursday 14<sup>th</sup> April 2023.

Canvassing will lead to disqualification. *Only shortlisted candidates will be contacted.*

The CEO & Trust Secretary  
Kenya Power Pension Fund  
P.O Box 1548 00600  
Nairobi

## Assistant Finance Officer – 1 POST

### Job Summary

The role is responsible for receiving and banking all cash receipts, petty cash management and maintenance of accounting records. The role holder will also provide support to the Finance Officers.

### Key Responsibilities

- Undertake proper accounting for the schemes and ensure correct apportioning of costs as per budgets and policies.
- Ensure timely submission of inputs for processing of financial information.
- Carry out bank reconciliations.
- Review general ledger to detect non-budgeted expenditures and investigate to determine corrections/ modifications to be done.
- Keep a record of the fixed assets and update it regularly.
- Handles any requests for budgetary information.
- Assist in providing relevant information/reports to external auditors.
- Receive invoices, ensure they have proper supporting documentation and record them in the system.
- Record all payments and receipts in ledgers.
- Prepare vouchers for approved payments.
- Facilitate release of cheques to customers and dispatch of payroll.
- Maintain the accounting registry.
- Responsible for petty cash and imprest management including maintenance of petty cash records and completion of a cash reconciliation at each month end.
- Ensure accurate and timely computation and remittance of statutory requirements.
- Prepare weekly and monthly reports on payables and expenses.

### Candidate Profile

For appointment to this grade, an officer must have: -

- A Bachelor's degree in a relevant field e.g. Commerce, Economics & Finance.
- Professional accounting qualification e.g. ACCA, CPA (K), ACCA or its equivalent.
- Expertise in budgeting and budgetary controls and procedures for financial reporting.

- A minimum of one (1) years' work experience in an accounting/finance department.
- Proficiency in IT

In addition, the candidate should demonstrate the following personal traits and competencies.

- Interpersonal and cross-cultural skills, including ability to build collaborative relationships with sensitivity to diversity/inclusion.
- Creativity and innovation skills.
- Action oriented and demonstrated ability to manage priorities.
- Quality focus and attention to detail.
- Professionalism and integrity in line with Kenya Power Pension Fund values.
- Good oral and written communication skills.
- Critical and analytical thinking and problem-solving skills.
- Personal motivation and drive exhibited through commitment to hard work, continuous improvement, and achievement of goals.
- Good customer relationship management skills (internal and external customers).
- Risk awareness and focus - demonstrate understanding of risk management practices, standards, and regulatory requirements.

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Please attach your **Curriculum Vitae**, **copies of certificates** and **other relevant testimonials** indicating your current and expected gross pay, your telephone numbers, email address, names, and addresses of three (3) professional referees.

Successful applicants will be required to undergo integrity and security background vetting.

Canvassing will lead to disqualification. ***Only shortlisted candidates will be contacted.***

KPPF is an equal opportunity employer.