



JOB DESCRIPTION FOR ACCOUNTANT

Job Title	Accountant
Grade	RL6
Corporation/Organization	Salaries and Remunerations Commission
Directorate	Corporate Services
Department	Finance and Accounting
Division	N/A
Section / Unit	N/A
Location / Work Station	Nairobi(Head office)
Reporting Relationships	
Reports to	Principal Accountant
Direct Reports	Accounts Assistant
Indirect Reports	N/A
Job Purpose	
This position is responsible for making entries into the books of account, carrying out system reconciliations and processing of payments.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
(i) Preparation and generation of monthly and annual cash plans in IFMIS system in line with approved budgets; (ii) Processing of exchequer requests; (iii) Capture of revenue in IFMIS Accounts Receivable module;	

<ul style="list-style-type: none"> (iv) Verification of documents received for payment, ensuring that payee details are correct and initiating payment for valid transactions in IFMIS; (v) Transfer of duly approved payments from IFMIS to CBK Internet Banking module for onward transmission of funds; (vi) Capture and reconcile all General Ledger accounts in the Commission accounting system and IFMIS and clear IFMIS suspense accounts in a monthly basis; (vii) Reconcile IFMIS cash book to Commission's accounting system cash book on a monthly basis; (viii) Management of used and unused accountable documents including ensuring proper filing and retrieval of payment vouchers when required; (ix) Update imprest and assets registers; (x) Prepare audit file and necessary audit schedules as required; (xi) Prepare monthly and quarterly expenditure analysis, budgetary draft reports and any other reports and returns that may be required; (xii) Carry out reconciliation for system entries, statutory deductions, supplier payments and any other reconciliations that may be required; (xiii) Carry out petty cash management activities including generation of cash withdrawal requests in IFMIS, forwarding approved forms to CBK and subsequent withdrawal and accounting of petty cash; (xiv) Immediate receipting and banking of money received to the respective Commission's bank account; (xv) Implement internal controls and examine the payment process for accuracy; (xvi) Provide feedback to enhance business processes and initiate process improvement to achieve operational excellence; and (xvii) Develop individual work plans, monitor own performance and seek requisite support to ensure delivery of agreed targets.
Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
<ul style="list-style-type: none"> 1. Computer 2. Office furniture and equipment
III. Decision Making / Job Influence
Operational
Analytical
IV. Working Conditions
Office setting with occasional travel out of office

Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's Degree in Commerce, Economics, Business Administration or related field from a recognized university.
Professional Qualifications / Membership to professional bodies
Possess CPA or ACCA qualification
Previous relevant work experience required.
Three (3) years of work experience in a comparable organization
Functional Skills, Behavioral Competencies/Attributes:
(i) Meets the requirements of Chapter Six of the Constitution (ii) Ability to deliver results in a complex and dynamic environment (iii) Ability to identify customer needs, develop service standards and deliver service excellence (iv) High level of integrity and interpersonal skills (v) Ability to work with minimum supervision and under strict timelines (vi) High level of attention to detail (vii) Knowledge of relevant computer applications (viii) Excellent analytical and communication skills (ix) Demonstrated knowledge in accounting software and relevant computer applications (x) Awareness of relevant Legislation and applicable standards (IPSAS, IFRS and IAS).

APPLICATION PROCESS

1. Interested and qualified persons are requested to register and apply on the SRC E-recruitment Portal <https://recruitment.src.go.ke>. Details of the positions are in the Commission website under Careers Section.
2. All applications should be uploaded together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents. Hard copies and email applications shall not be considered.
3. Successful candidates MUST submit all clearances in relation to Chapter six before onboarding.

The Commission is an equal opportunity employer and the Marginalized and Persons with disabilities are encouraged to apply. Only Shortlisted candidates will be contacted.

The application letter should be addressed to:

THE COMMISSION SECRETARY/CEO,

Salaries & Remuneration Commission,
Williamson House, 6th Floor,
4th Ngong Avenue,
P.O Box 43126-00100,
NAIROBI.

To be received on or before 10th June, 2025