



**AFRICA NAZARENE  
UNIVERSITY**

**VACANCY ANNOUNCEMENT**

Africa Nazarene University (ANU) is a fully chartered, non-profit, Private Christian University and is a part of Network of 21 Higher Education Institutions sponsored by the Church of the Nazarene International, with a mission to provide a holistic education that develops individuals academically, spiritually, culturally, socially and physically, to equip them with an appropriate mix of skills, competencies and Christian values to enable them to go into the world well prepared to meet the challenges and opportunities of their time.

**The University seeks to engage a suitable candidate to fill the following position:**

**ACCOUNTS ASSISTANT – JOB REF: ANU/FIN/07/25**

**Job Purpose**

Responsible for providing transactional and administrative support to the section by performing tasks such as billing and generating students invoice and statements, and reconciling student accounts.

**Key Duties and Responsibilities:**

- Bill and generate students' invoices and statements
- Reconcile student accounts
- Post bursary and CDF payments
- Post students scholarships and discounts
- Post receipts and payment to the system. Communicate to students through circulars and memos
- Support management of donations and restricted funds
- Ensure posting and allocation of financial aid to student accounts in time
- Receive student payments when required
- Maintain a proper filing system
- Maintain list of university debtors
- Periodically reconcile payments and receipts
- Participate in providing student reports periodically and when required
- Any other duties as may be assigned

**Academic and Professional Requirements:**

- Bachelor's degree in accounting or finance
- Progress in relevant professional qualification e.g. CPA part II
- Minimum of one (1) year relevant experience

**Personal attributes and competencies:**

- Interpersonal skills
- Communication skills
- Organizing and time management skills
- Team player
- Detail oriented
- Analytical skills

Suitably qualified candidates are encouraged to apply by filling the form in this link [Click to fill form](#) not later than **31<sup>st</sup> July 2025**. Kindly follow the instructions below to submit your application:

1. All fields in the form are compulsory.
2. Attach all necessary documents as instructed in the form, as one pdf file: cover letter, an updated Curriculum Vitae with testimonials, certified academic and professional certificates, transcripts, copy of National Identity Card, names and addresses of three referees (one of whom should be your present academic supervisor).
3. Ensure you have indicated the job title and reference number in the subject of the email.

**ANU is an equal opportunity employer, and any canvassing shall lead to automatic disqualification.**

**The Vice Chancellor  
Africa Nazarene University  
P.O. Box 53067 – 00200  
Nairobi**