



BUKURA AGRICULTURAL COLLEGE

P. O. Box 23 – 50105, BUKURA

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Sigalagala – Butere Road

JOB ADVERT

Bukura Agricultural College is a government middle level College offering training in Agriculture and related fields. The College seeks to recruit and retain self-motivated, dynamic and result oriented person to fill the following vacancy.

Accounts Assistant - Job Grade: BAC 7 - One (1) Post

Job Reference- ACC/AST/BAC6/2024/08

Job Specification

This will be the entry and training grade for the Accounts Assistant cadre. An officer at this level will work under the supervision and guidance of a senior officer. Duties and responsibilities will entail: -

- i. Prepare payment vouchers to ensure that suppliers, staff and other service providers are paid on time
- ii. Prepare staff imprests to enable staff undertake various College activities
- iii. Examine payment vouchers to ensure all necessary documents are attached before payment is done.
- iv. Update revenue registers to ensure that all income due to the College is received and recorded.
- v. Maintain and update debtors' registers to ensure that all receivables due to the College are recorded.
- vi. Maintain creditors' records to ensure timely and accurate payment to suppliers and service providers.
- vii. Maintain and update cashbooks to monitor cash inflows and outflows for smooth daily operations.
- viii. Prepare monthly bank reconciliation statements to confirm accuracy of entries in the cash books and bank statement
- ix. Maintain and update student records to ensure student details or records are accurate and up to date

Person Specification

For appointment to this grade, a candidate must have:-

- i. Certified Public Accountants (CPA)Part III or its equivalent
- ii. Fulfilled the requirement of Chapter Six of the Constitution.

Terms of Service

The post will be offered on Permanent and Pensionable Terms.

Basic Salary Scale for the Advertised Post.

Ksh. 46,980 x 2,310 – 49,290 x 2,460 – 51,750 x 2,610 – 54,360 x 2,760 – 57,120 x 2,910 – 60,030 x 3,060 – 63,090 pm

Interested and qualified candidates are invited to submit written applications accompanied with detailed CV and copies of the relevant certificates/testimonials by Monday, **6th February, 2024** to:

**The Principal/CEO
Bukura Agricultural College
P.O. Box 23-50105
BUKURA**

Or email to: principal@bukuracollege.ac.ke

Bukura Agricultural College is an Equal Opportunity Employer Committed to Diversity, Disability and Gender Equality. Any form of canvassing shall lead to automatic disqualification. Only shortlisted candidates shall be contacted.