

MWALA TECHNICAL AND VOCATIONAL COLLEGE

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Ref: MTVC/ADM/AAP/J/2025(1)

DATE: 17th July, 2025.

JOB VACANCY ANNOUNCEMENT AT MWALA TECHNICAL AND VOCATIONAL COLLEGE

Mwala Technical and Vocational College is a public Technical and Vocational Education and Training institution situated about 250 meters off Makutano/Kithimani Road, Mwala Sub-County, Machakos County. The college has a growing reputation for not only excellence in the delivery of vocational and technical training but also in nurturing individual trainees, as well as fostering entrepreneurship, innovation, and enterprise. This is reflected in the college's vision statement: *"A Centre of Excellence in Technical Training and Development of an Employable Workforce."*

The college is seeking to recruit a competent Assistant Accountant (Ref: MTVC/ADM/AAP/J/2025).

1. Job Objective

The Assistant Accountant will play a crucial role in supporting the financial management of Mwala Technical and Vocational College. The successful candidate will be responsible for maintaining accurate financial records, processing transactions efficiently, and ensuring compliance with all relevant financial policies, procedures, and regulatory standards. This position is key to upholding financial integrity and contributing to the effective management of college resources.

2. Duties and Responsibilities

- a) Maintain accurate, complete, and up-to-date financial records and ledgers.
- b) Record daily financial transactions, including receipts, payments, and journal entries.
- c) Prepare and verify financial vouchers in accordance with college policies.
- d) Reconcile bank statements with college accounts regularly to ensure accuracy.
- e) Support salary processing for both teaching and non-teaching staff.
- f) Assist in preparing monthly, quarterly, and annual financial reports.
- g) Facilitate audit preparations by providing necessary documentation and explanations.
- h) Assist in the development, monitoring, and management of departmental and college-wide budgets.

- i) Ensure proper documentation of all financial transactions to facilitate audits.
- j) Support compliance during internal and external audits or reviews.
- k) Perform any additional accounting duties as assigned by the Finance Officer or Principal.

3. Qualifications and Experience

- a) Minimum CPA Part II or ACCA qualification.
- b) A diploma or degree in Accounting, Finance, or a related field from a recognized institution is an added advantage.
- c) Proficiency in financial analysis tools, ERP systems, and financial modeling.
- d) Strong knowledge of accounting principles, financial regulations, taxation, and compliance standards.

How to Apply

Interested candidates are invited to submit a comprehensive Curriculum Vitae (CV) accompanied by:

- a) Certified copies of academic and professional certificates
- b) National Identity Card
- c) Relevant testimonials

Application Submission:

- a). Hard Copies: Send via registered mail or courier, clearly marked with the reference number (MTVC/AAP/J/2025) on the envelope, addressed to the Principal at the address below.

Principal/Secretary, Board of Governors
Mwala Technical & Vocational College
P.O. Box 07-90102, Mwala-Machakos, Kenya

- b). Soft Copies: Email in PDF format to mwalatvc@gmail.com.

Deadline: All applications must be received on or before 31st July 2025, 4:00 p.m.

Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification. Mwala Technical & Vocational College is an Equal Opportunity Employer. Persons With Disabilities are Encouraged to Apply.

Approved for Circulation
W. Mwangi

