



MACHAKOS TEACHERS COLLEGE

P.O.BOX 124, MACHAKOS, Mobile: +254 700 393 590/0735 360 330

Email: machakosteacherscollege@rocketmail.com

Website: www.mateco.ac.ke

ISO 9001:2015 CERTIFIED

Machakos Teachers College in Machakos County; a leading institution in Teacher Training is seeking to recruit competent, self-driven and committed individual to fill the following position:

**1.0 Advert No. MATECO/HR/12/2026: COLLEGE BURSAR
(1 post)**

1.1 Requirement for appointment to this grade:

- a) Certified Public Accountant (CPA) finalist.
- b) At least 3 years of experience in accounting practice in a College or any Public Educational Institution.
- c) Proficiency in computer applications and conversant with Quick Books.
- d) Knowledge in IPSAS (International Public Sector Accounting Standards) reporting.
- e) Knowledge on ERP operations.
- f) Membership to the Institution of Certified Public Accountants of Kenya (ICPAK) will be an added advantage.
- g) Must have a certificate of good conduct.
- h) Must be compliant with provisions of Chapter 6 of the Constitution of Kenya.

1.2 Job description:

- 1) Verify Vouchers and committal documents in accordance to the set requirements and guidelines to ensure compliance.
- 2) Capture data and post to primary record books/documents i.e cash books and ledger.
- 3) Prepare information to banks on all the institution's payments to ensure the banks discharge funds as appropriate to correct bank account.
- 4) Coordinating the administration of statutory accounts to ensure full compliance with laws and regulations, in order to reduce risks from non-compliance.
- 5) Coordinate preparation of timely and proper bank reconciliation statements to show the correct liquidity of the institution.
- 6) Generate monthly financial statement/reports/accounts for the management to make informed financial decisions.
- 7) Ensure safe custody of the institution's records for reference purposes to enhance easy retrieval of the information when preparing statements.

- 8) Prepare information on payment claims to ensure approval is supported by relevant documentation to enhance integrity, efficiency and effectiveness in the payment process.
 - 9) Provide reports on the institution's budget performance to ensure gaps in performance are identified and appropriate strategies developed and implemented in proactive manner.
 - 10) Produce periodic cash flow and forecasting reports to advice on the availability of funds critical for the implementation of the institutions budget.
 - 11) Monitor the institution payments and receipts on a day- to- day basis.
 - 12) Supervise staffs under him/her.
 - 13) Perform any other duties assigned by the Senior Principal from time to time.
 - 14) Maintain the Non – Teaching Staff Payroll.
- Persons from marginalized groups and PWD are encouraged to apply.
 - Salary Scale Job Group “J”.

NB: Interested and qualified candidates should submit a sealed envelope containing application documents to the College Reception or Administration Office, on or before 5th November, 2026, addressed to:

**THE SENIOR PRINCIPAL/BOM SECRETARY
MACHAKOS TEACHERS COLLEGE
P O BOX 124-90100
MACHAKOS**

