



Technical University of Mombasa Enterprise Limited

JOB VACANCY

Technical University of Mombasa Enterprises Limited (TUMEL) seeks to hire highly competent and qualified people to fill the following vacancy within its staff establishment.

S/No.	Position	Vacancy No.	No. of Posts
1	Assistant Finance Officer	TUMEL/HR&ADM/ASST.FOF/06/11/2024	1

Reporting to: Finance Officer

The Assistant Finance Officer will be responsible for receiving and banking all cash receipts, managing petty cash, and maintaining accounting records. The Assistant Finance Officer will support the Finance Officer in building finance strategy, planning, documenting, and analyzing financial information and all operations in the Finance Department.

The ideal candidate must have at least three (3) years of proven working experience as an Assistance Finance Officer/Accountant.

Key Duties and Responsibilities:

- Update financial spreadsheets with daily transactions
- Prepare balance sheets
- Track and reconcile bank statements
- Create cost analysis reports (fixed and variable costs)
- Contribute to the preparation and processing of monthly accounts
- Receive invoices, ensure they have proper supporting documentation and record them in the system.
- Record all payments and receipts in ledgers.
- Prepare vouchers for approved payments.
- Facilitate release of cheques to customers and dispatch of payroll.
- Maintain the accounting registry.
- Responsible for petty cash and imprest management including maintenance of petty cash records
- Ensure accurate and timely computation and remittance of statutory requirements.
- Prepare weekly and monthly reports on payables and expenses.
- Process tax payments
- Support monthly payroll and keep organized records
- Record accounts payable and accounts receivable

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- Process invoices and follow up with clients, suppliers and partners as needed
- Provide administrative support during budget preparation
- Participate in quarterly and annual audits
- Perform any other duties and responsibilities as may be assigned from time to time by your immediate supervisor or other persons in authority.

Professional Qualifications and Requirements:

- Must possess any of the following: Diploma in Finance/Accounting, CPA Section VI, the Association of Chartered Certified Accountants (ACCA), **OR** equivalent qualification, from a recognized Institution.
- Must have served for a minimum of 3 years in the field of Accounting and Finance.
- Working experience with Enterprise Resource Planning (ERP) Systems will be an added advantage.
- Good knowledge of accounting and bookkeeping procedures.
- Should possess advanced MS Excel skills.

Key Personal Attributes

- Must display high integrity, professionalism, objectivity, confidentiality, and reliability.
- Excellent written and spoken English
- Accuracy and strong attention to detail
- Proactive approach to work, self-motivation, and a team player
- Proficiency in Microsoft Office (creating spreadsheets and using financial functions)
- Excellent interpersonal skills, and ability to deal with people from different cultures.
- Possess excellent communication skills.
- Good organization skills

TUMEL Grade	Consolidated Salary Range	Contract Duration
4	45,000/=-58,534/=	3 years, renewable based on performance

NOTE:

- If you are successful and required to take up the position, it will be mandatory for you to provide Chapter Six requirements for you to be employed.
- Only shortlisted and successful candidates shall be contacted. Any form of canvassing either directly or indirectly shall lead to automatic disqualification.

How to Apply

Application letters accompanied by copies of a National Identity Card, a CV, relevant certificates, and testimonials may be submitted in soft copy to email:

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applications@tumel.co.ke or in hard copy and submitted to the office of the **Managing Director not later than 21st November 2024 by 5:00 pm.**

The Application should be addressed to:

The Managing Director

Technical University of Mombasa Enterprises Limited (TUMEL)

P.O BOX 90420 - 80100

Mombasa.

TUMEL is an equal-opportunity employer committed to diversity and gender equality. Women, marginalized, and minority groups are encouraged to apply.

