



## TECHNICAL UNIVERSITY OF-MOMBASA ENTERPRISES LIMITED (TUMEL)

### JOB VACANCIES

Technical University of Mombasa Enterprises Limited (TUMEL) seek 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/12/06/2023	1

#### Reporting to: Finance Officer

The Assistant Finance Officer will be responsible for receiving and banking all cash receipts, petty cash management and maintenance of accounting records. The Assistant Finance Officer will be supporting the Finance Officer in building finance strategy, planning, documenting and analyzing financial information and all operations in Finance department.

The ideal candidate must have at least three (3) years proven working experience as 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
- 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 a Bachelor's Degree in Finance/ Accounting or equivalent from a recognized University
- Must have served for minimum of 3 years in the field of Accounting and Finance.
- Must have CPA section III
- Working experience with Enterprise Resource Planning (ERP) Systems
- Good knowledge of accounting and bookkeeping procedures
- Advanced MS Excel skills

### Key Personal Attributes

- Must display a high level of 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 inter-personal skills, 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 maybe submitted in soft copy to email: [applications@tumel.co.ke](mailto:applications@tumel.co.ke) or in hard copy and submitted to the office of the **Managing Director not later than 24<sup>th</sup> June, 2023 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 and committed to diversity and gender equality.

Women, marginalized and minority groups are encouraged to apply.

We are committed to providing excellent services and products at outstanding value Page 2 of 2

