

LANGATA TECHNICAL AND VOCATIONAL COLLEGE VACANCY

Langata Technical and Vocational College is a middle level TVC institution under the Ministry of Education, State Department of Technical and Vocational Training and wishes to recruit qualified employee to fill the following position

ACCOUNTANT (1 Post)- Contract

VACANT POSITIONS

Duties and Responsibilities

- In charge of all accounting duties
- Preparing, verifying and signing payment vouchers and committal documents in accordance with the laid down rules and regulations.
- Preparing annually consolidated budget for the Institution within the stipulated time frame.
- Preparing monthly and quarterly accounting reports for purposes of submission to the Principal.
- Ensuring safe custody of Institutes financial records and assets.
- Preparing management reports including imprest and expenditure returns
- Coordinate compliance to statutory obligations.
- Providing timely and accurate financial advice and support in reference to financial position of the Institution.
- Any other duty that may be assigned.

Qualifications

KCSE Mean grade of C(Plus) and above, Bachelor's degree in Finance or Accounting Option, CPA(K), Membership to ICPA(K) and at least at least six (6) months experience in the Finance department or in a comparable and relevant position preferably in a learning institution.



Application to:

The Secretary BOG/ Principal
Langata Technical and Vocational
College
P.O. Box 5665 – 0606:
NAIROBI

Website: www.langatatvc.ac.ke
Email: langatatvc2022@gmail.com
Contact: 0799933022

Application Process

Applicants who meet the above requirements should send their hard copy application letter together with detailed curriculum vitae, copies of academic and professional certificates, testimonials and national identity card. The application should reach the undersigned not later than **28th November 2025**