



MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING
NAVAKHOLO TECHNICAL & VOCATIONAL COLLEGE
Competence in skills for employment

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NTVC/ADM/ADVRT/6/5/25/VOL.1

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VACANCY ANNOUNCEMENT

Position: Finance Officer.
Institution: Navakholo Technical and Vocational College (NTVC)
Location: Near Navakholo Market, Navakholo Sub-County, Kakamega County
Position: Finance Officer.
Application Deadline: 23rd May, 2025.

Navakholo Technical and Vocational College is a Public Institution dedicated to providing high-quality technical and Vocational Education to empower learners with relevant skills for the job market. As part of our strategic growth and commitment to excellence in service delivery, we invite applicants from qualified, visionary and result-driven individuals for the position of Finance Officer.

Key Responsibilities:

Reporting to the Senior Principal/Board of Governors, the Finance Officer will be responsible for providing Strategic Financial Leadership and ensuring Sound Financial Management and Compliance in all aspects of the College's operations. Key duties include:

- Ensure the Institution adheres to Financial Regulations and Policies set by Government and relevant oversight bodies, facilitate both Internal and External Audits and respond to audit queries.
- Oversee collection of Trainees' Fees, Grants and other incomes.
- Generate Reports for Internal use, Board meetings and regulatory bodies such as Ministry of Education and Auditor General.
- Develop Annual Budget in collaboration with Departmental Heads.
- Prepare, consolidating and managing Institutional Budget and ensuring Optimal Resource Utilization.
- Prepare timely and accurate Financial Statements, Monthly, Quarterly & Annual Financial Reports.
- Ensuring full compliance with the Public Finance Management (PFM) Act, Public Procurement and Asset Disposal Act, and other relevant Financial Regulations.
- Maintain accurate records of the Institutes' Assets and support Periodic Inventory checks.
- Contribute to the development and implementation of sound Financial Policies and procedures.
- Manage payroll processing and timely remittance of statutory deductions (Paye, NSSF, SHIF)
- Coordinating Financial Aspects of Procurement and Asset Management.
- Advising Top Management and Board of Governors on Financial Planning, Risk Management and Sustainability Strategies.
- Train and supervise Junior Finance Staff to ensure Efficiency and Integrity in Finance Operations.

Requirements:

- Bachelor's degree in Finance, Accounting, Commerce or a related field from a recognized Institutions.
- CPA (K) qualification is mandatory. (Certified Public Accountant) Kenya with work experience.
- Must be an active and registered member of the Institute of Certified Public Accountants of Kenya (ICPAK) with a valid practicing certificate.

- Proven experience of at least three (3) years in Financial Management or Accounting in a similar role preferably in a Public Institution or TVET environment.
- Proficiency in Financial Software (e.g., QuickBooks, Sage, or similar ERP systems) and MS Office Suite.
- Comprehensive knowledge of Public Sector Financial Management, Budgeting and Reporting.
- Demonstrated ability to uphold Ethical Financial Practices and meet deadlines under minimal supervision.
- Canvassing will lead to automatic disqualification.

Key Competencies and Personal Attributes.

- High levels of Integrity, Confidentiality and Accountability.
- Excellent Analytical and Problem-solving skills.
- Strong Interpersonal and Communication abilities.
- Proactive, Self-Driven and Results-oriented.
- Strong leadership and teamwork capabilities.

Terms of service

Appointment to the position will be on a permanent and pensionable terms subject to successful completion of six (6) months probation.

How to Apply:

Interested candidates should submit the following documents in hard copy or a single PDF file;

- A cover letter highlighting relevant experience and suitability for the role.
- A detailed Curriculum Vitae (CV)
- Certified copies of Academic and Professional Certificates.
- Current ICPAK membership certificate and valid practicing license.
- Contact details for at least three (3) professional referees.

Senior Principal/Secretary BOG,
Navakholo Technical and Vocational College,
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Navakholo TVC is an equal opportunity employer. We actively encourage applications from women, people living with disabilities and members of marginalized communities.

Only shortlisted candidates will be conducted.



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Circulation.*