



**MURANG'A TEACHERS COLLEGE**  
**P.O. BOX 232 -01020, KENOL**  
**Tel:0721323948, Email: [mtkenya@yahoo.com](mailto:mtkenya@yahoo.com)**

## VACANCY

The Board of Management, Murang'a Teachers College wishes to advertise for the post of a **Bursar**.

### REQUIREMENTS

- KCSE grade C plain and above
- Holder of at least CPA Section 4
- Must be Computer literate
- Must have undertaken a course in Quick Books or its equivalence.
- At least 3 years in a similar position
- Must have strong inter-personal skills, self-driven, and high level of integrity.
- Certificate of good conduct and Tax Compliance Certificate
- Having an ICPAK Number will be an added advantage
- Be conversant with the Accrual Basis of Accounting method under the International Public Sector Accounting Standards (IPSAS)
- Be conversant with Integrated Financial Management System – IFMIS
- Age 25 to 45 years

### RESPONSIBILITIES

- Billing and collection of fees on timely manner.
- Receiving all fees and providing a proper receipt.
- Carry out banking, bank reconciliation and update all the ledgers on daily basis.
- Management of petty cash.
- Ensuring statutory deductions and all taxes are paid on time.
- Monitoring expenditures versus budget set and explain any discrepancies.
- Assist in the preparation of the payroll.
- Assist in the preparation of audit documents for the external auditor.
- Assist in preparation of monthly budgets.
- Assist in generating financial statements – income statements, trial balances and balance sheet.
- Carry out monthly stock take for stationeries and office supplies.
- Prepare as needed weekly, monthly, quarterly and annual reports and analyses.
- Deal directly with students or others to resolve all problems and complaints concerning students accounts.

Handwritten applications with detailed CV, Copies of Certificates and Testimonials should be delivered to the undersigned by 16<sup>th</sup> February 2024.

**The Secretary, Board of Management**  
**Murang'a Teachers Training College**  
**P.O. Box 232 – 01020 KENOL**

**NB: Murang'a TTC is an equal opportunity employer. Persons with Disabilities (PWD) are encouraged to apply.**