



NYALI PRIMARY SCHOOL & KINDERGARTEN

Links Road - Nyali

P. O. Box 81050,

Mombasa.

Tel: 041-471120, Fax: 041-475632

The Mombasa Parents Club

JOB ADVERTISEMENT

Mombasa Parents Club operating as The Nyali School, invites applications for the following vacancies:

1. SCHOOL ACCOUNTANT:

Job responsibilities for the role include:

Designing and developing a robust accounting management and reporting systems and processes that will lead the accounting function becoming a high performing and effective department in the school.

- Organize financial planning and cashflow management for the school. Conduct monthly financial reporting and provide analysis to Board of Management team and the relevant school departments.

- Oversee the collections process and ensure all targets are reached through collection of fees

- Oversee all internal control operations.

- Oversee robust budget setting and management system and engage with school board management around this process.

Complies with legal/ statutory requirements by studying existing and new legislation, enforcing adherence to requirements, and advising the management on needed action.

Job qualifications

Skills and Qualifications required:

· Must have at least a Bachelor's Degree in Accounting, Finance or relevant field; CPA(K) qualification is also a must have requirement.

· Must have at least 5 years of experience managing a significant finance department responsibility.

· Must be able to communicate effectively with the finance team, school leadership as well as Board Members, Club members and parents. Must therefore exhibit clear and excellent written and verbal communication skills

· Must be a stickler for detail and ensure that the accounts team is accurate and thorough in all that they do.

· Must be knowledgeable with several accounting software systems and be ready to institutionalize such software in the school.

Able to work under pressure with minimal supervision.

At least a mean score of C+ in KCSE

2. SCHOOL NURSE:

Job Responsibilities:

- Managing our students' wellness and development and offering them psycho-social support as needed.
- Maintaining close liaison with the Medical staff at the nearest Private Hospital consistently.
- Handling confidential situations, information, and documentation
- Maintain an updated record of all medication in the infirmary and tracking student medical history.
- Have the ability to build a harmonious, energetic and cohesive relationship with students and co-workers.
- Develop a robust reporting system within the infirmary and communicate with the procurement team in a timely manner.

Job Qualifications:

- A professional, flexible and conscientious registered nurse
- Professional counselling skills with a proven track record will be an advantage.
- Must have 3-4 years' experience as a registered nurse.
- Must have a Diploma or Degree in Nursing with great people skills.
- A female Nurse preferred.

Applicants to send their CV and cover letter of application, latest by 10th December 2019 to:

The Hon Secretary,

Board of Management,

Mombasa Parents Club, Nyali School

P.O Box 81050-80100

Email: info@nyalischool.sc.ke
Mombasa