



THE MOMBASA PARENTS CLUB

THE NYALI SCHOOL

CAREER OPPORTUNITIES

THE SCHOOL ACCOUNTANT

KEY RESPONSIBILITIES

- Handling of Accounts receivable, accounts payable and general ledger.
- Financial reporting as per the school's policy.
- General accounts reconciliation.
- Processing of payroll.
- Filing of all statutory and other returns.
- Overseeing procurement and inventory management.
- Undertaking of audits.
- Preparation and monitoring of the school financial budget.

SKILLS AND QUALIFICATIONS REQUIRED

- Fully qualified Certified Public Accountant (CPA Part 3) holder.
- Holder of Bachelor of Commerce Degree Accounting/Finance options from a recognized university.

- Registered with professional accounting body (ICPAK).
- Knowledgeable and experienced in computer accounting packages, ERP and MS Office.

SKILLS/COMPETENCIES

- Time Management skills.
- Strong Analytical and Interpersonal skills.
- High attention to details and meticulous.
- Critical thinker and problem solver.
- Risk management skills.
- Decision making skills and use of discernment.
- Demonstrate ability to follow assignments to completion.
- Ability to meet strict deadlines.
- High level initiative and ability to work independently.
- Maintain compliance with policies, procedures and statutory requirements.

JOB APPLICATION PROCEDURE

Kindly submit your hard copy application accompanied by a detailed CV and testimonials to the school or email info@nyalischool.sc.ke

Address to:

**Mombasa Parents Club,
P.O Box 81050-80100,
Mombasa.**

Indicate the vacancy applied for as the email subject.

*The same should be submitted not later than **28TH of FEBRUARY, 2025.***

THE NYALI SCHOOL IS OWNED BY THE MOMBASA PARENTS CLUB