THE MOMBASA PARENTS CLUB

THE NYALI SCHOOL

CAREER OPPORTUNITIES

THE SCHOOL ASSISTANT ACCOUNTANT

KEY RESPONSIBILITIES

- Handling of both accounts receivable and payable ledgers.
- Processing daily, weekly, and monthly reports.
- Undertaking accounts reconciliations
- Undertaking annual audits.
- Maintaining accurate records and filing systems.
- Handling customer queries and resolving any issues in a timely manner

SKILLS AND QUALIFICATIONS REQUIRED

- Minimum KCSE Grade**:** B (Plain)
- Certified Public Accountant (CPA) Finalist.
- A bachelor's degree in accounting option is an added advantage
- Registered with ICPAK
- Minimum two years' experience in similar role.
- Proficiency in using accounting software packages, MS Office, and school ERP
- Attention to detail and good organizational skills
- Strong communication and interpersonal skills

- Ability to work under pressure and meet deadlines

JOB APPLICATION PROCEDURE

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

Address to:

The Human Resources Subcommittee,

The 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 ***20TH of JULY, 2025.***

The Nyali School is an equal opportunity employer.

Only shortlisted candidates will be contacted.

THE NYALI SCHOOL IS OWNED BY THE MOMBASA PARENTS CLUB