



4<sup>th</sup> March 2021.

SOT Technical Training Institute wishes to advertise for vacant position.

<b>Position</b>	<b>Accounts Clerk</b>
<b>Number of Vacancies</b>	<b>1</b>
<b>Reporting to</b>	<b>Accountant</b>
<b>Duty Station</b>	<b>Sot Technical Training Institute Merigi (Main Campus)</b>
<b>Job Group</b>	<b>STTI Job Group 'F'</b>
<b>Terms Of Service</b>	<b>Temporary Contract (Maternity Cover) of 3 Months No Possible extension</b>

### Job Purpose

The position is responsible for preparation of petty cash vouchers and imprest to ensure that all the information is accurately captured in the system.

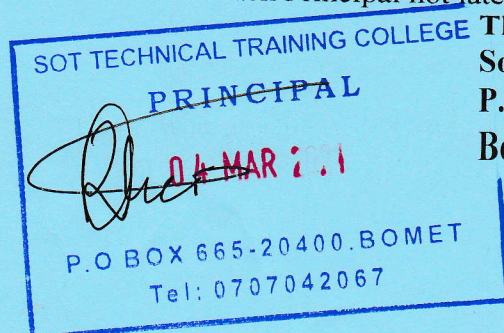
### Key Responsibilities/Duties/Tasks.

1. Capture institution's data on income receipts to ensure information on income is accurately captured, is complete, to facilitate the preparation of accurate financial statements.
2. Issue and control accounting documents i.e receipts to ensure the documents are managed in line with the institution's policies and procedures for a reduced exposure to financial risks
3. Capture expenses on various accounts to ensure the information is readily available for the preparation of financial statements.
4. Prepare journal vouchers for use in the adjustments of previously prepared records.
5. Prepare petty cash to ensure business operations are not affected by lack necessary resources.
6. Update registers to ensure information contained in the registers is accurate, complete and updated for the preparation of accurate financial statements.

### Job Competencies-Qualification and Requirements

1. A certificate in Accounting or related field from a recognized institution.
2. Has CPA Part 1/ATD
3. Computer Literate
4. Has Certificate of Good Conduct
5. Meet and Comply with Chapter six of the constitution.
6. Has a minimum of two years of experience as Accounts Clerk

Those who are interested and meet the requirement are invited to apply for the job. The application should have a cover letter, detailed resume with three referees, copies of certificate and testimonials address to reach Principal not later than **12<sup>th</sup> March 2021**



**The Principal,**  
Sot Technical Training College,  
P.O. Box 665,  
Bomet.