



EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY

Pwani University a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and encouraging and supporting members of staff to undertake research. The University invites applications from suitable qualified candidates to fill the position of **Accounts Assistant I – on Locum Basis**

ACCOUNTS ASSISTANT I - LOCUM

1 POSITION:

REF: PU/ADV/03/07/2025

REQUIREMENTS FOR THE POSITION OF ACCOUNTS ASSISTANT I- LOCUM

This is a temporary/short-term position available for three (3) months.

Academic Qualification

The candidate must have a Diploma in Business Administration or its equivalent from a recognized Institution, with bias in Accounting and Finance.

Professional Qualifications

The candidate must have the following:

- Have CPA I (Section 2) or its equivalent
- Have knowledge of ERP (Enterprises Resource Planning)

Experience

The candidate must have **four (4) years** of relevant work experience, **three (3)** of which is at level of **Accounts Assistant II** or comparable position, with proven integrity, honesty, independence, innovativeness and compliance to deadlines.

In addition, the candidate should have experience in the following;

- Assist in Management of student finance data
- Assist in Preparation of asset register
- Assist in Preparation of bank reconciliation
- Assist in Preparation of budget
- Assist in Preparation of payments vouchers
- Assist in Reconciliation of debtors/ creditors
- Filing of accountable documents
- Undertake banking of receipts as per regulations

Skills

The candidate must have the following:-

- Analytical skills
- Communication skills
- Computational skills
- Computer proficiency
- Interpersonal skills
- Organisational skills
- Report writing skills
- Team work skills
- Time management skills

Interested applicants should submit **two (2) copies** of their application accompanied by a detailed Curriculum Vitae, providing details of age, marital status, academic and professional qualifications, work experience, present post and salary, email address, telephone, names, and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

Applications and recommendations letters from referees should be addressed to:

**The Vice Chancellor
Pwani University
P. O Box 195-80108, Kilifi**

Pwani University is an equal opportunity employer, female candidates and persons living with disability are encouraged to apply. The latter should attach their National Council for Persons with Disability (NCPWD) Certificate.

The deadline for submitting applications is **Friday 25th July, 2025**. Applications received later than this date **will not be** considered.

Please Note: Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

NO FEE

**PWANI UNIVERSITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT
PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT)**