



Mavoko Water & Sewerage Company
P.O BOX 582-00204
Athi River

Tel: 045-6622 768/9, 020-2106291
Fax: 045-6622 771
Email: info@mav-water.org

27/07/2016

JOB ADVERTISEMENT

Mavoko water and sewerage company invites applications to fill the below vacant position.

Job Title: ACCOUNTS ASSISTANT

Key Duties and Responsibilities

- Maintenance of office petty cash
- Invoice and payments verifications
- Positing entries and transactions on the system
- Preparing and submitting statutory returns i.e. PAYE, VAT, Withholding Tax;
- Assist in payroll preparations
- Maintaining financial security by following internal controls
- Any other duty that may be assigned by the company from time to time

Qualifications and skills

- **KCSE C and above**
- CPA section 4 or equivalent
- At least 2 years experience in accounting
- Must be proficient in Microsoft Office, knowledge and experience in using Accounting Software packages such as Pastel, QuickBooks
- Suitable candidate should be of unquestionable integrity
- They should also be dynamic and a team player
- Ability to work to tight deadlines in a pressurized environment
- Have high good attention to detail

If you meet the above criteria kindly send your CV, copies of your certificates and testimonials to the undersigned not later than 4th August 2016.

Only candidates shortlisted for interview will be contacted.

Only candidates shortlisted for interview will be contacted.

A handwritten signature in black ink, appearing to read 'Elizabeth M Gideon', with a long horizontal stroke extending to the right.

Elizabeth M Gideon

(HUMAN RESOURCE & ADMINISTRATION OFFICER)

FOR, MANAGING DIRECTOR