



BUNYORE TEACHERS TRAINING COLLEGE
P.O. BOX 419-50300, MARAGOLI
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Tel. 0113829695



Vision: Centre for provision of quality Teacher Education and Training

Ref; BTTC/HR/BURSAR/01/2026-2027-(ONE) POST

10th July, 2026

JOB VACANCY – COLLEGE BURSAR!!

The college's Board of Management wishes to recruit a competent college Bursar.

Requirements and Qualifications

- a. Certified Public Accounts (CPA) Kenya finalist or in possession of any other recognized qualification equivalent to CPA (Kenya)
- b. At least 3 years of experience in accounting practice in a college or any public Educational institution
- c. Proficiency in computer applications and conversant with Quick books
- d. Knowledge in IPSAS (International Public Sector Accounting Standards) reporting standard
- e. Knowledge on ERP operations
- f. Membership to the Institute of Certified Public Accountants of Kenya (ICPAK) will be an added advantage
- g. Must be aged 25 years and above
- h. Must have a Certificate of Good Conduct
- i. Must be compliant with provisions of Chapter 6 of the Constitution of Kenya

Duties and responsibilities

1. Verify vouchers and committal documents in accordance to the set requirements and guidelines to ensure compliance.
2. Capture data and post to primary record books/document i.e. cash books and ledger.
3. Prepare information to banks on all the institution's payments to ensure the banks discharge funds as appropriate to correct bank account.
4. Coordinating the administration of statutory accounts to ensure full compliance with laws and regulations, in order to reduce risks from noncompliance.
5. Coordinate preparation of timely and proper bank reconciliation statements to show the correct liquidity of the institution.
6. Generate monthly financial statement/reports/accounts for the management to make informed financial decisions.
7. Ensure safe custody of the institution's records for reference purposes to enhance easy retrieval of the information when preparing statements.
8. Prepare information on payment claims to ensure approval is supported by relevant documentation to enhance integrity, efficiency and effectiveness in the payment process.
9. Provide reports on the institution's budget performance to ensure gaps in performance are identified and appropriate strategies developed and implemented in a proactive manner.
10. Produce periodic cash flow and forecasting reports to advice on the availability of funds critical for the implementation of the institution budget.
11. Monitor the institution payments and receipts on a day to day basis
12. Supervise all non-teaching subordinate staff under him/her
13. Perform any other duties assigned by the Chief Principal from time to time.

Interested candidates should send their handwritten applications, CVs so as to reach the undersigned on or before 23rd July, 2026.

**THE CHIEF PRINCIPAL/BOM SECRETARY,
BUNYORE TEACHERS TRAINING COLLEGE,
P.O. BOX 419-50300,
MARAGOLI.**



Mission: To foster Quality Teacher Education and Training that promotes equity to produce competent and innovative teacher