



BUNYORE TEACHERS TRAINING COLLEGE
P.O. BOX 419-50300, MARAGOLI
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Vision: Centre for provision of quality Teacher Education and Training

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

10th July, 2026

JOB VACANCY – COLLEGE ACCOUNTS CLERK!!

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

Requirements and Qualifications

- a. Certified Public Accounts (CPA) Kenya Section I or II
- b. At least 3 years of experience in accounting practice in a college or any public institution
- c. Diploma in Accounting or a related field
- d. Proficiency in computer applications and conversant with Quick books
- e. Knowledge in IPSAS (International Public Sector Accounting Standards) reporting standard will be an added advantage
- f. Knowledge on ERP operations
- 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**
- Capture, record and maintain accurate, complete and up to date records of fees and other college income.
 - Issue official receipts for all monies received.
 - Control and account for receipt books and other accounting documents.
 - Ensure accounting documents are used according to college financial procedures.
 - Capture, record and maintain accurate expenditure records in the relevant accounts for purposes of financial reporting and auditing
 - Update cashbooks, ledgers, journals and vote books.
 - Prepare banking schedules and assist in preparing bank reconciliation statements.
 - Compile accounting data for monthly, quarterly and annual financial reports and assist in the preparation of financial statements and management reports.
 - Assist in tracking expenditure against approved budgets and provide financial information required for budget implementation and monitoring.
 - Maintain safe custody of financial records and documents and ensure easy retrieval of financial information for management decisions.
 - Prepare schedules and documents required by internal and external auditors.
 - Ensure financial transactions comply with government regulations, college policies, and accounting procedures and maintain proper documentation for accountability and transparency.
 - 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