**SALARIES AND REMUNERATION COMMISSION**

**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>PRINCIPAL ACCOUNTANT</th>
<th>Job Grade:</th>
<th>SRC 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directorate:</td>
<td>CORPORATE SERVICES</td>
<td>Department:</td>
<td>ACCOUNTING AND FINANCE</td>
</tr>
<tr>
<td>Reporting to:</td>
<td>HEAD OF ACCOUNTING AND FINANCE</td>
<td>Job Type:</td>
<td></td>
</tr>
</tbody>
</table>

### Job Description

#### Job Purpose
This role holder is responsible for the validation of the authenticity and accuracy of payments, and proper maintenance of financial records. The role holder is responsible for uploading the budget, supplementary budgets and budget re-allocations.

#### Roles and Responsibilities

(i) Monitor Expenditure against budget and ensure correctness of budget line  
(ii) Prepare draft annual and quarterly financial statements and accompanying schedules  
(iii) Prepare monthly and quarterly expenditure and variance analysis reports  
(iv) Budget preparation and participation in the pre-MTEF sector meetings  
(v) Defend the Commission’s budget during the Sector Working Group (SWG)  
(vi) Examine payment vouchers for accuracy, completeness and support  
(vii) Prepare monthly reconciliation of budget line items in IFMIS to the accounting system and review general ledger reconciliations  
(viii) Validate all payments in IFMIS making sure correct budget line is charged, correct bank details, amounts and taxes  
(ix) Identify procurement needs of the division  
(x) Provide feedback to enhance business processes and initiate process improvement to achieve operational excellence.  
(xi) Develop individual work plans, monitor own performance and seek requisite support to ensure delivery of agreed targets.

### Minimum Qualification and Personal Specification/profile:

#### Minimum qualifications
(i) Bachelor’s Degree in Commerce, Economics, Business Administration or related field from a recognized university
(ii) Certified Public Accountant CPA(K)/ACCA and member of ICPAK in good standing.
(iii) Eight (8) years of work experience with 4 years relevant experience from a comparable organization
(iv) Knowledge of IPSAS, IFRS and IAS

Key Competencies

(i) Meets the requirements of Chapter Six of the Constitution
(ii) Ability to deliver results in a complex and dynamic environment.
(iii) Ability to identify customer needs, develop service standards and deliver service excellence
(iv) Demonstrate knowledge on relevant legislation and applicable standards
(v) Knowledge of International Public Sector Accounting Standards, IAS and IFRS
(vi) High level of integrity and interpersonal skills.
(vii) Ability to work with minimum supervision and under strict timelines.
(viii) High level of attention to detail.

(v) Excellent analytical and communication skills
(vi) Demonstrated knowledge in accounting software and relevant computer applications
(ix) Knowledge of Budgeting

Reviewed By: __________________________ Date: __________________________
Approved By: _________________________ Date: __________________________
Last Updated By: ______________________ Date/Time: _________________________