



THIKA TECHNICAL TRAINING INSTITUTE

P.O BOX 91 THIKA [TEL:020-2044965](tel:020-2044965)

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ADVERTISEMENT FOR VACANT POSITIONS

Applications are invited from interested and qualified persons for the following vacant positions.

TTTI/ADM/ADVERT/04/2026

DATE: 17TH JULY 2026

1. ACCOUNTANT I – 2 POSTS (TTTI/BOG/AI/12/06/2026)-TTTI JG 7

a. *Minimum Requirements for Appointment*

- i. Served in the grade of Accountant II/Finance Officer II or a similar position for at least four (4) years;
- ii. Bachelor's degree in any of the following disciplines: -Commerce (Accounting/Finance Option), Finance, Economics, Business Administration, Business Management or its equivalent qualification from a recognized institution;
- iii. Part III of Certified Public Accountants of Kenya (CPAK) Examination or its equivalent qualification from a recognized institution;
- iv. Registered with Institute of Public Accountants (ICPAK) Kenya and a member in good standing;
- v. Certificate in relevant computer accounting packages; and
- vi. demonstrated managerial, administrative and professional competence in work performance.

Duties and Responsibilities

- i. Analyzing accounting information detailing assets, liabilities and capital;
- ii. Preparing financial statements and other reports to summarize current and projected financial position to ensure availability of funds to implement planned activities;
- iii. Developing and installing effective financial management systems and procedures for improving financial reporting and accounting in accordance with government financial policies and donor procedures;
- iv. Designing and coordinating the implementation and maintenance of financial information systems to cover the general ledger, asset management as well as revenue collection system;
- v. Developing and implementing an effective financial management system and procedures for improving banking and cash collection of funds;
- vi. Ensuring that funds are promptly banked and accounted for in accordance with prescribed regulations;

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- vii. Coordinating preparation of payment vouchers, cheque books, cash book records and financial statements and entries in accordance with accounting regulations; coordinating reconciliation of general ledger control account with supplementary records;
- viii. Accounting for security documents as well as safekeeping;
- ix. Controlling and accounting assets and securities;
- x. Coordinating reconciliation of cash book and bank transactions; reconciliation of statutory levy collection records and as well as reconciling assets registers with the general ledger;
- xi. Overseeing the proper maintenance, storage and security of financial and accounting documents to ensure that they are properly filed, secured and readily accessible for action;

2. ACCOUNTS II – 3 POSTS (TTTI/BOG/AII/13/06/2026)-TTTI JG 6

a. *Minimum Requirements for Appointment*

- i. Bachelor's degree in any of the following disciplines: -Commerce (Accounting/Finance Option), Finance, Economics, Business Administration, Business Management or its equivalent qualification from a recognized institution;
- ii. Part II of Certified Public Accountants (CPA) Examination or its equivalent qualification from a recognized institution;
- iii. Certificate in relevant computer accounting packages; and
- iv. Shown merit and competence in work performance.

Duties and Responsibilities

- i. Preparing weekly cash flow statements for short-term liquidity forecasts and planning; maintaining imprest registers;
- ii. Ensuring surrenders are on due dates and ensuring that supporting documents are verified and filed;
- iii. Compiling and posting general ledger information and summaries concerning various financial transactions;
- iv. Preparing general ledger journal entries to record cash, revenue, and expense activities proper coding of transaction to the general ledger and closure of ledgers; performing timely month-end closings preparation of entries, analysis and reconciliation of all balance sheet accounts;
- v. Preparing monthly financial statements; preparing other reports as required; preparing monthly balance sheet reconciliations, adjusting trial balance to include accruals, payments, depreciation and other adjustments and resolve, where possible, any discrepancies that may be found;
- vi. Monitoring accounts receivable; providing financial statements and supporting information, schedules, reconciliations, explanations and other information that may be requested by auditors;
- vii. Checking and verifying expenditure before preparation of payment vouchers, cheques and remittance of payments;

- viii. Carrying out bank reconciliation, selected account reconciliation and cash reconciliation; preparing lead schedules, trial balance and other appropriate schedules as required;
- ix. Carrying out reconciliation of statutory levy records on the basis of invoices, demand letters as well as records made by Compliance Officers; carrying out reconciliation of the assets register with the general ledger;
- x. Maintaining, storage and security of financial and accounting documents.

3. TRANSPORT OFFICER – 1 POSTS (TTTI/BOG/TS/14/06/2026)-TTTI JG 6

a. *Minimum Requirements for Appointment*

- i. Diploma Automotive engineering
- ii. Proven Experience in Motor Vehicle Mechanics and Repair
- iii. Knowledge in logistics management, supply chain, business administration or a related field will be an added advantage
- iv. Three (3) years of functional experience in transport officer, transport coordination or dispatching
- v. A valid driving license (BCE/D3 license)
- vi. Valid Certificate of Good conduct
- vii. Proficiency in transport operation and data analysis.
- viii. Verbal communication, interpersonal skills and team leadership

Application letter, detailed Curriculum Vitae, photocopies of National Identification Card, professional and academic certificates, transcripts and testimonials, **should be Clearly addressed to: -**

The Chief Principal.
Thika Technical Training Institute,
P. O. Box 91-01000.
Thika.

The applications should reach the undersigned not later than **Friday - 7th August 2026**. Please Note that Only shortlisted candidate will be contacted. People With Disability are encouraged to apply. Thika Technical Training Institute is an equal opportunity employer.

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