



POSITION ANNOUNCEMENT STUDENT ATTACHMENT – ACCOUNTING AND FINANCE

The Capital Markets Authority is a statutory agency charged with the responsibility of regulating and developing an efficient capital market in Kenya. The Authority invites applications for the following position:

STUDENT ATTACHMENT – ACCOUNTING AND FINANCE – 1 POSITION

Attachment Period: 3 months (non-renewable)

Reporting to the Senior Manager Accounting and Finance, the selected candidate will be responsible for;

1. Verification and checking the accuracy and correctness of payment documents and ensuring that they are properly supported;
2. Forwarding of all payments for approval by respective Heads of Departments;
3. Preparation of payment vouchers, forwarding them for approval;
4. Maintaining of the cheque register, recording of signed cheques and dispatching to the recipients;
5. Filing of all payment documents in an orderly manner;
6. Stamping of payment documents 'PAID'; and
7. Any other duties as may be assigned from time to time

Minimum Requirements

A continuing student pursuing a Bachelor of Commerce- Finance, Economics, Accounting or any business-related degree.

Key Skills and Competencies

- a) Integrity and honesty
- b) Communication and interpersonal skills



- c) Professionalism
- d) Team Player
- e) Ability to multi-task
- f) Self-management and attention to details

Please [Click Here](#) and apply. Applications should be received on or before **November 14, 2024**.

Note: Please provide complete and accurate information pertaining to the instructions provided in the e-recruitment portal. Only shortlisted candidates will be contacted for interviews. Canvassing will automatically lead to disqualification.

“Capital Markets Authority is an Equal Opportunity Employer. Persons living with disabilities are encouraged to apply”.

THE CAPITAL MARKETS AUTHORITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.