



## POSITION ANNOUNCEMENT

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 from qualified candidates for the following positions:

### **SENIOR ACCOUNTANT (GRADE 5) - REF: CMA/A/07/2025 – 1 POST**

#### **Job Purpose**

Reporting to the Principal Accountant (Financial Accounting), the Senior Accountant will be responsible for planning, coordinating and executing timely and accurate payments and reporting as scheduled at the Authority.

#### **Job Responsibilities**

- a) Co-ordinating receipt, registration, recording and posting of vendor invoices, accruals and provisions;
- b) Co-ordinating the payment process by ensuring payment documents and vouchers are accurately matched supported with procurement documents;
- c) Reconciling supplier accounts, other payable accounts including but not limited to PAYE, Withholding Income tax and Withholding VAT and general review of expense accounts;
- d) Preparing creditors' aged analysis and dealing with outstanding issues including following up with the suppliers for any necessary information or documentation;
- e) Confirming the filing and maintenance of updated records of all the Journals, payment vouchers, invoices, etc and leverage on process automation;
- f) Verifying on monthly basis, the accuracy of the General Ledger, invoices posted, journals passed, receipts posted and in consultation with the Financial Accountant, facilitate accurate preparation of financial statements;
- g) Preparing daily, weekly and monthly cashflow projection reports monthly management reports and quarterly statutory reports; and
- h) Maintaining continuous compliance with statutory obligations including but not limited to PAYE, Withholding Income tax and corporate taxes, Withholding VAT, and other statutory requirements.

## Minimum Requirements

- a) Bachelor's degree in commerce or finance or a business-related field;
- b) Professional qualifications such as CPA (K);
- c) Member of professional body in good standing where applicable;
- d) A supervisory course lasting not less than 2 weeks is an added advantage; and
- e) At least 4 years relevant work experience.

## Key skills, Knowledge & Competencies

- a) Computer skills;
- b) Experience in the use of ERP environment;
- c) Knowledge of IPSAS;
- d) Experience in preparations of financial statements;
- e) Interpersonal skills;
- f) Communication skills;
- g) High integrity levels; and
- h) Leadership skills.

## HOW TO APPLY

If you meet the above requirements, please send an **application letter and Curriculum Vitae** only in pdf format to [recruitment2025@cma.or.ke](mailto:recruitment2025@cma.or.ke) Applications to be addressed to:

**Chief Executive Officer  
Capital Markets Authority  
P. O. Box 74800-00200  
Nairobi**

Applications should be received on or before **February 25, 2025**. Only shortlisted candidates will be contacted for interviews.

Successful candidates will be required to fulfil requirements under Chapter (6) of the Constitution of Kenya.

1. Certificate of Good Conduct from the Directorate of Criminal Investigations
2. Ethics and Anti-corruption Clearance Certificate (EACC)
3. Higher Education Loans Board (HELB) Clearance Certificate
4. Current Tax Compliance Certificate from the Kenya Revenue Authority
5. Credit Reference Bureau (CRB) Clearance Certificate

***"Capital Markets Authority is an Equal Opportunity Employer. Persons with disabilities are encouraged to apply". Canvassing will lead to automatic disqualification.***

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