



## UGENYA TECHNICAL AND VOCATIONAL COLLEGE

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P.O BOX 74-40614  
SEGA-KENYA



30<sup>TH</sup>, AUGUST, 2023

### **RE-ADVERTISEMENT OF VACANT POSITION**

#### *Vision*

*To be a global leader in competency based training, research and innovation.*

#### *Mission*

*To provide Quality Technical, Vocational and Entrepreneurial skills using state of the art facilities based on Industry needs and Industry Occupational Standards (IOS)*

Ugenda Technical and Vocational College is a Public TVET Institution operating under the Ministry of Education, State Department for Technical, Vocational, Education and Training situated in Segia Town along Kisumu - Busia highway.

**Applications are invited from qualified persons for the position shown below;**

| Vacancy No.  | Post                         | Number of Positions. |
|--------------|------------------------------|----------------------|
| UTVC/10/2023 | ACCOUNTANT RECEIVABLE INTERN | 1                    |

Interested qualified persons are requested to submit their applications **with detailed CV's, Professional Certificates and other Testimonials** via the email [hr@utvc.ac.ke](mailto:hr@utvc.ac.ke) and copy to [info@utvc.ac.ke](mailto:info@utvc.ac.ke) or hand delivery so as to reach the undersigned on or before **12<sup>th</sup> September, 2023.**

For more information, please visit our website: [www.utvc.ac.ke](http://www.utvc.ac.ke).

**NB.** Ugenda Technical and Vocational College is an equal opportunity employer.  
Youths, Women and Persons with Disability (PWD) are encouraged to apply.

**THE PRINCIPAL,  
UGENYA TECHNICAL & VOCATIONAL COLLEGE  
P.O BOX 74 – 40614  
SEGA**



*Approved for  
Public Circulation*

## **ACCOUNTANT RECEIVABLE (1 POSTS)**

**Terms of service:** Internship.

**Salary:** As per the existing UTVC B.O.G Terms of Service.

### **Qualifications**

- Accounting Technician Diploma III /ATC II or CPA II
- Must have Knowledge of book keeping
- Must have a certificate in computer applications with accounting software knowledge.
- Compliance with chapter six of the constitution
- Knowledge of IPSAS reporting will be an added advantage.

### **Responsibilities**

- Receipt and acknowledgement of daily incomes
- Preparation of daily revenue summary reports.
- Data capturing and maintaining primary records such as cashbooks, ledgers vote books, registers and preparation of simple management reports.
- Receiving duly processed payment and receipt vouchers.
- Posting payments and receipt vouchers in the cash books.
- Balancing and ruling of the cash books on daily basis.
- Preparing HELB returns and invoicing fees.
- Preparation of all the necessary control accounts and journals.
- Participating in preparation of final books of accounts.

**Note:** All shortlisted candidates will be required to present the following documents during the interview:

1. Originals and Copies of Academic, Professional Certificates and other Testimonials
2. Original and a copy of the National ID
3. A current Curriculum Vitae with at least three Referees
5. Certificates to a certain compliance with chapter six of the constitution