

**PERMANENT MISSION OF THE REPUBLIC OF KENYA TO THE UNITED NATIONS,
GENEVA.**

VACANCY ANNOUNCEMENT

ACCOUNTS CLERK

DATE OF PUBLICATION:

6TH NOVEMBER 2019

CLOSING DATE:

20TH NOVEMBER 2019

CONTRACT TYPE:

RENEWABLE CONTRACT

DURATION:

ONE YEAR

The Kenya Mission to the UN, Geneva invites suitably qualified men and women for the position of Accounts clerk at the Mission.

Requirements:

The applicant: -

- Should be of good character with no criminal record
- Should have a minimum of High School Diploma or equivalent
- Should have a good command of English (oral and written) and Knowledge of Kiswahili. French (oral and written) would be an added advantage
- Should have good communication and interpersonal skills.
- Should have at least seven (7) years working experience in a busy environment performing accounting responsibilities.
- Should have knowledge of accounting principles.

Duties and Responsibilities:

- Maintenance of Vote Book Controls
- Sorting of invoices/ bills on daily basis
- Preparation of payment and receipt vouchers
- Preparation of monthly Expenditure Returns
- Bank Reconciliation
- Management of correspondences and information in Accounts unit
- Translation of documents
- Photocopying and Filing.
- Any other duties assigned

Applications with relevant testimonials and contact details of two (2) referees should be received by 20th November 2019 and addressed to:

The Ambassador/ Permanent Representative

Kenya Mission to the UN, Geneva

1-3 Avenue de la Paix

1202 GENEVA