



BOMET UNIVERSITY (BU)

Approved
14/8/2026



Office of the Deputy Vice Chancellor (Administration & Finance)

Email: dvc-a&f@bu.ac.ke

Website: www.bu.ac.ke

P. O. Box 701-20400
BOMET

ADVERTISEMENT OF VACANCIES ON FIXED TERM CONTRACTS

In pursuit of its mission to provide a conducive environment for discovery, preservation and dissemination of knowledge, BU invites applications from suitably qualified candidates for the following vacant positions:

ADMINISTRATIVE POSITIONS & BUC SCALE

	POSITION		VACANCY NO	SCALE	
1.	Senior Accounts Assistant	1	AD/01/08/26	BU Scale 7	Contract (6 Months)

1 SENIOR ACCOUNTS ASSISTANT II – BU SCALE 7

a) Job Purpose

To ensure that all transactions are well vouched and maintained according to policy in addition to ensuring that books of original entries are accurate.

b) Job Description

- Vouching of receipts, payments in line with internal controls;
- Coding of Invoices and other payments supporting documents;
- Processing payments and ensure payment vouchers are properly coded;
- Assisting the accountant with posting processed payments to the General Ledger (GL);
- Assisting in carrying out bank reconciliations and other final accounts functions as directed;
- Assisting in recording weekly cash collection schedules and ensure all collections for the week have been banked and reconciled to original source documents;
- Assisting in Journal Posting and updating of imprests register;
- Maintaining register for accountable documents and ensures their safe custody;
- Preparing routine performance reconciliation schedules and reports;
- Contributing to university annual budgeting and planning process;
- Filling all financial and other documents for safe custody and future references;
- Banking all receipts and reconcile to original source documents; and
- Any other duty as assigned from time to time.

c) Job specification

Minimum requirements: -

- i) Part II of the Certified Public Accountants (CPA) with 3 years working experience as Accounts Assistant Grade 6 or its equivalent. OR
- ii) Proficiency in relevant computer applications;

Application procedure

- i) Each application shall be accompanied by a detailed curriculum vitae and certified copies of relevant academic and professional certificates, testimonials and any other relevant supporting documents.

All applications shall clearly specify the position applied for by indicating the advert reference number on the envelope and submit 1 (1) hard copy to the address below. A soft copy in **ONE RUNNING PDF FORMAT** should be sent to recruitment.august2026@bu.ac.ke so as to reach us on or before Wednesday, 26th August, 2026 at 5.00pm.

The Deputy Vice Chancellor (Administration & Finance)

34

Bomet University

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**BU IS AN EQUAL OPPORTUNITY EMPLOYER, PERSONS WITH DISABILITIES AND
FEMALE GENDER ARE ENCOURAGED TO APPLY**

BU does not levy any fee in the processing, recruitment & selection of applicants.
The University reserves the right not to make any appointments at any stage of the recruitment exercise.