



COUNTY ASSEMBLY OF BUNGOMA

COUNTY ASSEMBLY SERVICE BOARD

EXTERNAL JOB INTENT

January, 2023

SECTION 1 DEPUTY CLERK

1.1 Deputy Clerk of the County Assembly – Administration, Job Grade CASB 3 (CASB 12/01/2023) – 1 Post

Basic Salary:	Kshs. 121,430
House Allowance:	Kshs. 25,000
Other Allowance:	Kshs 16,000

Duties and Responsibilities

- i) Deputizing the Clerk of the County Assembly;
- ii) Supervising the Secretariat of the CASB to perform the duties of CASB as outlined in Part III, Section 17 (1) of the County Assembly Services Act, 2017;
- iii) Serve as Chair of the County Assembly Human Resource Advisory Committee and Staff Performance Management Committee;
- iv) Member of the Management Committee;
- v) Responsible through the Clerk of the County Assembly for the CASB's special projects, assignments and committees;
- vi) Coordinating the development and implementation of the strategic plan and annual work plans for the County Assembly;
- vii) Identifying the training needs for capacity building programmes for staff of the CASB; and
- viii) Overseeing the departments of Human Resource and Administration, Financial Services, Legal Services and ICT (Support services).

Requirements for Appointment

- i) Kenyan Citizenship;
- ii) Bachelor's degree in any of the following Social Sciences: Economics, Public Administration, Human Resource Management, Law, Communication, Business Administration, Education, Commerce or its equivalent qualification from a recognized institution;
- iii) Master's degree in any Social Science from a recognized institution will be an added advantage;
- iv) Has had at least six (6) years of experience in management;
- v) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage;
- vi) Proficiency in computer application skills.
- vii) Meets the requirements of leadership and integrity set out in Chapter Six of the Constitution of Kenya 2010.

SECTION 2: FINANCE AND ACCOUNTS DEPARTMENT

2.1 Principal Finance Officer, Job Grade CASB 4 (CASB 22/12/2022) – 1 Post

Basic Salary: Kshs. 99,900

House Allowance: Kshs. 21,000

Other Allowance: Kshs. 14,000

Duties and Responsibilities

- i. Formulation, implementation, interpretation and review appropriate accounting policies, rules, regulations and procedures;
- ii. implementing strategic objectives on accounts department;
- iii. Overseeing the preparation and submission of the monthly, quarterly and annual financial reports to relevant government agencies;
- iv. Processing payments through IFMIS;
- v. Overseeing the preparation and submission of reconciliation reports to the relevant government agencies;
- vi. Overseeing the payment process in the county assembly;
- vii. Initial payment approvals;
- viii. Application of sound principles, systems and techniques in accounting for the county assembly's finances, assets, revenue, expenditure and costs;
- ix. Ensuring compliance with county assembly's internal controls for all payments;
- x. Maintaining the fixed assets register;
- xi. Provide guidance on preparation of audit responses;
- xii. Providing professional advice to the clerk and the heads of departments on accounting matters;
- xiii. Ensuring end year accounting procedures are adhered to;
- xiv. Appraising staff in the department;
- xv. Overseeing the implementation of departmental training plan; and
- xvi. Preparation of departmental work plan, budget proposals and procurement plans; and

- xvii. Monitoring expenditure of the County Assembly;
- xviii. Advising on prioritization of programs and activities for results based allocation of resources;
- xix. Controlling expenditure commitments in the County Assembly;
- xx. Overseeing preparation of budget estimates for the County Assembly;
- xxi. Communicating the approved annual estimates to directorates;
- xxii. Sourcing of funds for the County Assembly operations;
- xxiii. Coordinating preparation of quarterly and annual financial statements for County Assembly special Funds;
- xxiv. Coordinating the implementation and monitoring of approved procurement plans;
- xxv. Coordinating performance appraisal staff in the department;
- xxvi. Overseeing the implementation of departmental training plan;
- xxvii. Preparation of departmental work plan, budget proposals and procurement plans; and
- xxviii. Mentoring and coaching staff.

Requirement for Appointment

- a) Minimum experience of Five (5) years in the relevant field on the management level;
- b) Bachelor's degree in any of the following disciplines:- Commerce (Accounting/Finance option), Finance, Economics, Business Administration (Accounting/Finance option), Business Management (Accounting/Finance option), or any other equivalent and relevant qualification from a recognized institution;
- c) A Master's degree in any of the following disciplines: - Commerce (Accounting/Finance option), Finance, Economics, Business Administration (Accounting/Finance option), Business Management (Accounting/Finance option), or an equivalent and relevant qualification from a recognized institution will be an added advantage;

- d) Part III of the Certified Public Accountants (CPA-K) Examination;
- e) Certificate in Senior Management Course lasting not less than (4) weeks from a recognised institution will be an added advantage;
- f) Registered with Institute of Certified Public Accountants (ICPAK) and in good standing;
- g) Knowledge of IFMIS system is an added advantage.
- h) Demonstrated understanding of the provisions of the Public Finance Management Act, Regulations and other guiding laws on Public Finance;
- i) Proficiency in computer application skills;
- j) Knowledge and understanding of government goals and priorities; and
- k) Demonstrated managerial, administrative and professional competence in work performance.
- l) Meet with the requirements of Chapter Six of the Constitution of Kenya, 2010.

