

# THE COMMISSION ON ADMINISTRATIVE JUSTICE

(Office of the Ombudsman)



**Hata Mnyonge ana Haki**

**CAJ/JOB/001/05/2026**

## INDENT FOR THE POSITION OF ASSISTANT DIRECTOR FINANCE AND ACCOUNTS

<b>JOB TITLE</b>	<b>ASSISTANT DIRECTOR FINANCE AND ACCOUNTS</b>
<b>REPORTING</b>	<b>DIRECTOR CORPORATE SERVICES</b>
<b>JOB GRADE</b>	<b>CAJ 3</b>
<b>NO. OF POSTS</b>	<b>1</b>
<b>TERMS OF EMPLOYMENT</b>	<b>PERMANENT AND PENSIONABLE</b>
<b>DUTY STATION</b>	<b>HEAD OFFICE</b>

### DUTIES AND RESPONSIBILITIES:

- i. Advising the Commission on all financial and accounting matters;
- ii. Verifying financial management and budget performance;
- iii. Overseeing the preparation and submission of statutory returns;
- iv. Overseeing the preparation of Commission papers on financial matters;
- v. Ensuring compliance to accounting standards and regulation;
- vi. Ensuring maintenance of proper books of Accounts;
- vii. Conducting the monitoring and evaluation of financial information systems;
- viii. Advising The Commission Committees on financial matters;
- ix. Ensuring compliance with statutory regulations;
- x. Mobilizing and managing the Commission's financial resources;
- xi. Ensuring preparation of annual budgets;
- xii. Coordinating the payment of suppliers in accordance with the Commission's policies and procedures;
- xiii. Overseeing the design and financial aspect for all donors and agreements

- with donor agencies;
- xiv. Oversee the management of statutory and regulatory changes impacting the finance function;
- xv. Ensure preparation of accurate, complete and timely statutory annual reports, including monthly management accounts and balance sheet controls;
- xvi. Ensuring safe custody of the Commission's accounts and records;
- xvii. Ensuring establishment of optimal Accounting control systems;
- xviii. Monitoring accurate recording of financial transactions;
- xix. Overseeing effective accounting management to ensure effective compliance with set laws, policies, standards and procedures;
- xx. Ensuring the maintenance of proper books of accounts;
- xxi. Overseeing safe custody of accountable documents;
- xxii. Coordinating the preparation of periodic management and annual financial accounting reports;
- xxiii. Conducting cash planning and disbursement;
- xxiv. Ensuring accounting for special funds set up under various statutes;
- xxv. Managing accounting information;
- xxvi. Coordinating the rationalization of estimates, annual appropriation and special fund accounts, cash flow control and cost analysis;
- xxvii. Ensuring statutory deductions are remitted to the relevant authorities;
- xxviii. Liaising with tax authorities to ensure compliance with the laid down internal and external regulations;
- xxix. Overseeing commitment of funds and expenditure trends; and
- xxx. Ensuring management of staff performance and capacity building of the finance and accounts personnel.

### COMPETENCIES

For appointment to this position, a candidate must;

- (i) Served in the grade of Chief Finance Officer or Chief Accountant or an equivalent for a minimum period of four (4) years;
- (ii) Bachelors degree in any of the following disciplines: - Commerce (Finance option), Economics, Business Administration (Finance option), Business Management (Finance option), Finance or equivalent qualification from a

- recognized institution;
- (iii) Master's degree in any of the following disciplines: - Finance, Business Administration (Finance option), Business Management (Finance option) or equivalent qualification from a recognized institution;
  - (iv) Certified Public Accountant (CPA)K by Kenya Accounts and Secretaries Examination Board (KASNEB) or equivalent qualification from a recognized institution;
  - (iv) Certificate in Leadership/Corporate Management lasting not less than four (4) weeks from a recognized institution;
  - (vi) Valid Registration with the Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body;
  - (viii) Met the provision of Chapter six of the Constitution; and
  - (ix) Demonstrated a high degree of professional competence, managerial and administrative capability as reflected in work performance and results

All interested candidates who meet the job indent for this position are encouraged to send their application through the CAJ E-recruitment portal accessible via [www.ombudsman.go.ke](http://www.ombudsman.go.ke) by **9<sup>th</sup> June' 2026** at **5.00p.m.**