

YOUR REF: _____



**National Fund for the
Disabled of Kenya**
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NAIROBI.

THE POSITION OF THE ACCOUNTS ASSISTANT

Duties and responsibilities:

- Keeping of records on Finance matters.
- Preparation of correspondence on finance and accounting matters.
- Preparation of statutory remittances and ensuring that they are submitted on time.
- Typing reports on accounts section.
- Data entry of petty cash and imprest surrenders into the Programme.
- Any other duties, which may be assigned by the Finance and Administration Manager.

Job demands Additional skills and attributes and challenges:

- Willingness to work long hours.
- Flexible and prepared to attend to a variety of tasks.
- Intelligent, honest and amiable personality.
- Must be a creative, self-motivated, forward thinker.
- Willing to learn and advance in their career.
- Aptitude for details

Minimum qualifications:

- K.C.S.E Grade C (plain) or its approved equivalent.
- K.A.T.C. II or CPA I
- 2 years' work experience.
- Good working knowledge of computers and accounting software applications.

The application letter for the position, Curriculum Vitae and copies of academic certificates & testimonials to reach the undersigned on or before 12th November 2025

Ag. Chief Executive Officer
National Fund for the Disabled of Kenya
Po Box 47857 – 00100
Nairobi