



UNIVERSITY OF NAIROBI
INTERNAL ADVERTISEMENT

Applications are invited for the following position:

DIRECTOR FINANCE/ FINANCE OFFICER, GRADE 15, FINANCE DEPARTMENT, – ADVERT NO. AC/4/263/26 (R&T) - 1 POST

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) PhD degree in Finance/ Accounting or its equivalent.
- b) CPA (K)
- c) Be a member of a recognized professional Accounting body.
- d) Computer literacy.

Experience and skills:

- a) 12 years' experience, of which 3 years should be at Deputy Director, Finance or equivalent.
- b) Have outstanding professional competence in Financial Management.
- c) Demonstrate high administrative capabilities.

Duties and Responsibilities:

The duties and responsibilities shall include but are not limited to:

- a) Maintaining books of accounts and records relating to all income, expenditure and investments,
- b) Ensuring sound financial management of University funds through application of appropriate financial systems and investment options,
- c) Implementing effective financial and stores control systems,
- d) Preparing statutory financial statements and other financial reports in conformity with relevant professional standards and other statutory requirements,
- e) Preparing University's annual budget in consultation with user departments and submission of expenditure returns,
- f) Ensuring that University financial systems are sound in design and operation and comply with International Financial Reporting Standards and other professional and regulatory guidelines,
- g) Ensuring economic utilization of University resources and other assets,
- h) Providing financial consultancy and advisory services to the University of Nairobi management and any other entity as may be approved from time to time,

- i) Assign and review assignments to Finance Department staff and,
- j) Any other duties as may be assigned by the Chief Operations Officer or Vice-chancellor from time to time.

NOTES:

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be addressed to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: recruit-fof@uonbi.ac.ke

CLOSING DATE: TUESDAY, MAY 12, 2026

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER. ONLY
SHORTLISTED APPLICANTS WILL BE CONTACTED**

