MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL VOCATIONAL EDUCATION AND TRAINING
KAELO TECHNICAL AND VOCATIONAL COLLEGE
P. O. Box 262-60601, LAARE-MERU
TEL: +254759417000
Email: kaelotechnical@gmail.com
info@kaelotvc.ac.ke
Website: www.kaelotvc.ac.ke

11/12/2025

VACANCY ADVERTISEMENT

Kaelo Technical & Vocational College is a TVET institution under the Ministry of Education, State department for Technical Vocational Education & Training. The college is located in Igembe North constituency, Meru County.

The college invites applications from qualified candidates to fill the following position on BOG terms:

1.0 FINANCE OFFICER (1 POST)

Vacancy number	Position	Vacant position
01/012/2025	**Finance officer**	**1 position**
	Academic and professional qualifications • Bachelor's degree in accounting, finance, commerce or a related field from a recognized institution. • Professional qualification such as, CPA (K) ACCA or equivalent will be an added advantage. • At least three years of relevant work experience in finance or accounting. • Proficiency in accounting software (e.g. QuickBooks, Sage or ERP systems). • Strong analytical, communication, and interpersonal skills. • High level of integrity, accuracy and attention to detail. **Duties and responsibilities.** • Prepare and maintain accurate financial records and reports. • Process payments, manage petty cash and reconcile bank statements. • Prepare monthly, quarterly and annual financial statements. • Assist in budget preparation, monitoring and control of expenditures.	

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	• Ensure compliance with accounting standards, policies and statutory requirements. • Support in internal and external audits by providing necessary documentation • Maintain an up to date assets register and ensure proper financial documentation • Provide financial analysis and advice to support management decisions • Ensure timely remittance of statutory deductions such as PAYE, SHA,NSSF and taxes • Perform any other related duties as assigned by the supervisor	

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How to apply:

Qualified and interested candidates should submit their applications addressed to:

The Principal
Kaelo Technical and Vocational College
P.O Box 262-60601 Laare.

by hand delivery on or before 29th December 2025.
Enclose detailed up to date curriculum vitae together with copies of academic and professional certificates, testimonials and national identity card.

Please note:

I. Only shortlisted candidates will be contacted via their mobile numbers.
II. Shortlisted candidates shall be required to produce originals of their national identity card, academic and professional certificates and transcripts during the interview.

Kaelo TVC is an equal opportunity employer.

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