



## *Technical University of Mombasa Enterprises Limited (TUMEL)*

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### **JOB VACANCY**

Technical University of Mombasa Enterprises Limited (TUMEL) is a Private Limited Liability Company wholly owned by Technical University of Mombasa (TUM). The Company was incorporated on 7<sup>th</sup> August 2013 as an income-generating unit for the University.

Technical University of Mombasa Enterprises Limited (TUMEL) seeks to hire highly competent, proactive, qualified and self-driven individual to fill the following vacancy within its staff establishment.

| S/N | Position                  | Vacancy No.                     | No. of Posts |
|-----|---------------------------|---------------------------------|--------------|
| 1   | Assistant Finance Officer | TUMEL/HR&ADM/ASST.FO/01/09/2026 | 1            |

### **Reporting to Finance Officer**

#### **Job Purpose**

The Assistant Finance Officer will be responsible for the day-to-day management of financial and accounting operations across the Company's various business units. The position will assist in maintaining accurate financial records, processing financial transactions, preparing reconciliations and supporting the preparation of financial reports and other financial information required for effective business management.

The ideal candidate must have at least two (2) years of proven working experience as Assistant Finance Officer or equivalent.

#### **Key Responsibilities**

- Preparing and verifying payment vouchers as well as revenue vouchers and submitting them for processing in accordance with the laid-down rules and regulations;
- Recording and processing financial transactions accurately and in a timely manner;
- Supporting the preparation of budgets, cash-flow projections and financial schedules;
- Processing invoices, payment vouchers, receipts and other financial documentation;
- Assisting in monitoring revenue, expenditure, receivables and payables across the Company's business units;
- Supporting the preparation of statutory returns and other financial compliance requirements;

- Assisting with audit preparations and responding to requests for financial information;
- Assist the Finance Officer in the preparation of Board financial reports and management accounts;
- Ensuring proper up-to-date filing and safeguarding of financial records and supporting documents;
- Process all assigned financial transactions in the Enterprise Resource Planning (ERP) system and reconcile all bank and cash accounts monthly;
- Process payments to suppliers and service providers accurately and promptly;
- Ensure all invoices have proper supporting documentation from the Procurement Department and are received and recorded in the ERP system;
- Record all payments and receipts in ledgers, cashbooks, vote books and registers;
- Maintain registers of documents received and dispatched;
- Facilitate release of cheques to suppliers;
- Assist the Human Resource Department in verification of the monthly payroll;
- Maintain the accounting registry;
- Responsible for petty cash and imprest management, including maintenance of petty cash records;
- Ensure accurate and timely computation and remittance of statutory requirements;
- Prepare weekly and monthly reports on payables and expenses;
- Prepare tax computations, statutory returns and ensure compliance with KRA requirements;
- Record accounts payable and accounts receivable;
- Participate in quarterly and annual audits; and
- Perform any other duties and responsibilities as may be assigned from time to time by your immediate supervisor or other persons in authority.

### **Professional Qualifications and Experience**

#### **For appointment to this position, a candidate must:**

- Possess a Bachelor's Degree in Finance/Accounting or Economics or equivalent from a recognized University
- Have served for a minimum of 2 years in the field of Accounting and Finance.
- Have working experience using ERP systems such as Odoo, SAP, Oracle, Microsoft Dynamics, ERPNext or similar
- Advanced MS Excel skills

#### **Additional Advantage:**

- Certified Public Accountants of Kenya (CPA-K)
- Member of the Institute of Certified Public Accountants of Kenya (ICPAK) in Good Standing or any other recognized professional body

### Key Personal Attributes

- Excellent written and spoken English;
- Accuracy and strong attention to detail;
- Proactive approach to work, self-motivation and a team player;
- Proficiency in Microsoft Office (creating spreadsheets and using financial functions);
- Excellent interpersonal skills, ability to deal with people from different cultures;
- Possess excellent communication skills; and
- Good organizational skills.
- Must display a high level of integrity and reliability.

| TUMEL Grade | Consolidated Salary Range | Contract Duration                       |
|-------------|---------------------------|-----------------------------------------|
| 5           | 48,000/-60,250/=          | 3 years, renewable based on performance |

### NOTE:

- If you are successful and required to take up the position, it will be mandatory for you to provide Chapter Six requirements for you to be employed.
- Only shortlisted and successful candidates shall be contacted. Lack of inclusion of all details as sought or any form of canvassing either directly or indirectly shall lead to automatic disqualification.
- TUMEL is an Equal Opportunity Employer committed to diversity and gender equality. Persons Living with Disability (PWD), women and those from marginalized areas are encouraged to apply.

### How to Apply

Application letters, accompanied by copies of a National Identity Card, a CV, relevant certificates, and testimonials, may be submitted through <https://jobs.tumel.co.ke/> not later than 15<sup>th</sup> September, 2026 by 5:00 pm.

**TUMEL is an equal opportunity employer and committed to diversity and gender equality. Women, marginalized and minority groups are encouraged to apply.**

The Application should be addressed to:

**The Managing Director**

**Technical University of Mombasa Enterprises Limited (TUMEL)**

**P.O BOX 90420 – 80100**

**Mombasa.**

