



Technical University of Mombasa Enterprises Limited (TUMEL)

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 7th 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	Finance Officer	TUMEL/HR&ADM/FO/01/09/2026	1

Reporting to Managing Director

Job Purpose

The Finance Officer will be responsible for leading and managing the Finance Department and ensuring the integrity, accuracy and timely preparation of the Company's financial information and financial statements. The position will provide strategic financial advice to the Board, Management and support effective financial planning, financial control, compliance and decision-making. The Finance Officer will ensure proper maintenance of TUMEL financial records and accounts and smooth functioning of all TUMEL finance operations.

Job Description

Key Responsibilities

- Leading and coordinating the operations of the Finance Department;
- Preparation of monthly, quarterly reports and financial statements in accordance with applicable accounting standards and regulatory requirements for submission on or before the statutory deadline;
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures;
- Preparing and coordinating the Company's annual budgets, financial forecasts and cash-flow projections;
- Monitoring the Company's financial performance, revenue, expenditure, cash flows and working capital;
- Ensuring timely preparation of statutory and tax returns and compliance with applicable laws and regulatory requirements;
- Ensuring all payments are correctly authorized, recorded, and paid;

- Ensuring monthly reconciliation of all bank accounts is done;
- Ensuring all financial transactions are correctly recorded in the Enterprise Resource Planning accounting system
- Manage the cash flow and prepare cash flow forecasts in accordance with the policy;
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll;
- Update the Board and Management regarding changes in legislation or regulations that may affect the Enterprise's business operations;
- Provide financial analysis and advice to Management and the Board to support strategic and operational decision-making;
- Advise senior management on all situations which have the potential for a negative impact on internal controls or financial performance;
- Ensure statutory deductions and other remittances are executed on time;
- Develop and maintain an enterprise financial risk management framework;
- Establish and continuously improve internal financial controls and fraud prevention mechanisms;
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate;
- Ensure up-to-date company asset records and insurance cover;
- Facilitate internal and external audits and implement recommendations of audit management letters and accounting, systems and compliance audits;
- Ensure participation of Finance Department staff in continual training programs and career advancement;
- Support the implementation of TUMEL's Strategic Plan through financial planning and performance monitoring;
- Develop and monitor departmental Key Performance Indicators (KPIs);
- Evaluate investment opportunities and prepare financial viability analyses for new business ventures;
- Evaluate staff in the Finance Department to ensure adherence to the performance targets; and
- Perform any such other duties as may be assigned or delegated by the Managing Director.

Person Specification

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

- Possess a Bachelor's Degree in Accounting/Finance **OR** equivalent from a recognized University.
- Have served for a minimum of 5 years in the field of Accounting and Finance.
- Be a CPA (K) or equivalent and be a member of the Institute of Certified Public Accountants (ICPAK) in **Good Standing** and have a **Valid** practicing license.
- Have working experience using ERP systems such as Odoo, SAP, Oracle, Microsoft Dynamics, ERPNext, or similar.
- Advanced MS Excel skills



Additional Advantage:

- Audit background is an added advantage.
- Experience with Microsoft Power BI, advanced financial modelling and business intelligence tools will be an added advantage.
- Ability to leverage Artificial Intelligence (AI) tools to improve financial reporting, data analysis and operational efficiency.

Key Skills and Competence

- Strong understanding of corporate governance and regulatory frameworks applicable to private limited companies;
- Demonstrable high ethical standards;
- Ability to provide insights that drive business value beyond compliance;
- Excellent communication and influencing skills to engage Board, Management and Regulators;
- Accuracy and strong attention to detail;
- Proactive approach to work, self-motivation, working under pressure and a team player;
- Proficiency in Microsoft Office;
- Excellent interpersonal skills, ability to deal with people from different cultures;
- Flexibility to work and adapt to changing demands and circumstances;
- Ability to train basic skills in Finance for Non-Finance Personnel;
- Good organizational skills;
- Excellent decision-making ability;
- Demonstrated leadership and people management skills;
- Must display a high level of integrity and reliability; and
- Must have good interpersonal attributes.

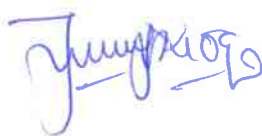
TUMEL Grade	Consolidated Salary Range	Contract Duration
2	95,000/= 125,000/=	3 years, renewable based on performance

NOTE:

- i. 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.
- ii. 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.
- iii. 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 15th September, 2026 by 5:00 pm.**



The Application should be addressed to:

The Managing Director

Technical University of Mombasa Enterprises Limited (TUMEL)

P.O BOX 90420 – 80100

Mombasa.



A handwritten signature in blue ink, appearing to read "J. M. Mombasa".