



EMBU WATER AND SANITATION COMPANY LIMITED

OCTOBER 2025

SENIOR ACCOUNTANT JOB REFERENCE: EWASCO/HR/FC/D001/2025

Embu Water and Sanitation Company Limited, a private water utility Company fully owned by the County Government of Embu and with a mandate to provide water and sanitation services in Embu County is seeking to recruit a self-driven individual for the position of **Senior Accountant**.

Reporting to the **Head of Finance and Commercial Services** the successful candidate will be responsible for ensuring professional management of the company's resources, preparation and availability of all financial reports, budgets of revenue managements.

Key Responsibilities

Supervise work activities of the Financial Accountant

Operational Responsibilities

1. Coordinate preparation of bank reconciliations.
2. Coordinate maintenance of supplier's accounts i.e. posting their invoices and reconciling their accounts.
3. Coordinate maintenance the vote book and ensuring compliance to the budget's allocations.
4. Monitor the company's bank balances and advising the Finance Manager on the same.
5. Prepare monthly section reports for management use.
6. Review and recommend customer adjustments in their bills.
7. Verify postings by staff in the Pastel system.
8. Undertake continuous professional development to keep us with industry trends.
9. Prepare and submit timely reports and information for decision making.
10. Undertake any other duties as may be assigned.

KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED

Key Qualifications and Experience

1. Bachelor's degree in Finance or Accounting or a related Business degree
2. Intermediate professional qualification in either CPA (K) or ACCA
3. At least 7 years relevant working experience with 3 years in a managerial position

Key Skills

1. Proficiency in ICT with strong MS office and internet ability
2. Planning and organizational skills and interpersonal relations
3. Analytical skills
4. Communication skills
5. Strong leadership skills
6. Problem solving skills

Key Attributes

1. Team work
2. Confidentiality and integrity
3. Professionalism
4. Ability to work long hours
5. Time management
6. Results oriented
7. Attention to detail

TERMS OF EMPLOYMENT

The appointment will be for a contract term of **3 YEARS** renewable subject to satisfactory performance evidenced by continuous achievement of performance targets.

APPLICATION INSTRUCTIONS

Application packages which include a cover letter, CV of not more than 5 pages, and certified copies of certificates and testimonials should be sent by post or courier to: -

**The Managing Director
Embu Water and Sanitation Company Limited
Off Meru-Embu Road next to National Library
P.O. Box 2142, 60100
EMBU**

In addition to the hard copy, a soft copy of the application should be sent to recruitment@embuwater.co.ke before the expiry of the closing date (13th November 2025, 17:00 Hours) with the VACANCY NUMBER as the email subject.

Note:

- Female and persons living with disability are encouraged to apply
- The Vacancy number should be clearly marked on the left top corner of the outer envelope of the application package
- Only shortlisted candidates will be contacted
- Canvassing in any way will lead to automatic disqualification

CLOSING DATE: 13TH NOVEMBER 2025, 17:00 Hours