

CAREER OPPORTUNITY

Our Client, the Affordable Housing Board (AHB), is a body corporate established under the Affordable Housing Act of 2024 as a State Corporation within the State Department for Housing and Urban Development. It is mandated to provide a framework for development and access to affordable and institutional housing.

The Board of Directors is seeking to recruit a qualified, highly experienced, and results-oriented individual with a high degree of professionalism to fill the position of ACCOUNTS ASSISTANT III, AHB 9

VACANCY FOR THE POSITION OF ACCOUNTS ASSISTANT III

JOB PURPOSE

This cadre is responsible for managing, analyzing, recording, and reporting financial information to ensure accuracy, compliance with regulations, and to provide timely insights that support sound financial decision-making and accountability within the institution.

REPORTING RELATIONSHIP:

This role reports to the Principal Accountant

KEY DUTIES AND RESPONSIBILITIES

This is the entry and training grade in this cadre. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities will entail:

- i. Implementing strategies, guidelines, standards, and procedures;
- ii. Receiving, records, and sorts documents delivered in the department for processing;
- iii. Receiving duly processed payments and receipt vouchers for filing in accordance with laid down financial rules and regulations;
- iv. Keeping records of invoices, receipts, and other accounts records;
- v. Capturing data, maintenance of primary records such as cashbooks, ledgers, vote books, registers, and preparation of simple management reports;
- vi. Participating in preparing payment vouchers, imprests, and committal documents in accordance with laid down financial rules and regulations

REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Diploma in any of the following disciplines: commerce (accounting or finance option), business administration (accounting option), or equivalent qualification from a recognized institution;
- OR**
- ii. Certified Public Accountant (CPA II) or equivalent qualification from a recognized institution; and
 - iii. Proficiency in computer applications.

KEY SKILLS AND COMPETENCIES

- i. Critical thinking skills;
- ii. Report writing skills;
- iii. Analytical skills;
- iv. Interpersonal/Communication Skills

HOW TO APPLY

Interested and eligible candidates may apply and access the detailed job description, specifications, and required experience for the position on the AHB's website at <https://affordablehousingboard.go.ke/careers> or www.acalconsulting.co.ke/Careers

Candidates should submit their applications, including the cover letter, a copy of their National ID, copies of their academic and professional certificates, testimonials, and a detailed CV, indicating current position, qualifications, working experience, names of three (3) professional referees, current remuneration, and daytime telephone.

Applicants MUST submit their completed application quoting the job reference for the specific position addressed to.

**THE CHAIRMAN,
AFFORDABLE HOUSING BOARD (AHB),
P.O BOX 27521- 00100,
NAIROBI.**

Applications should be received by 17th March 2026, 5p.m E.A.T

No physical applications will be allowed. All applications must be submitted via the portal. It is an offence to include incorrect or misleading information in the applications as per the provisions of the Public Officers Ethics Act, 2003.

AHB is an Equal Opportunity Employer committed to Diversity, Equity and Inclusion. PLWD are encouraged to apply. Applications without the relevant qualifications and copies of required documents will not be considered. Any canvassing will lead to automatic disqualification.

Only shortlisted candidates will be contacted