

# 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 PRINCIPAL ACCOUNTANT, AHB 5

## VACANCY FOR THE POSITION OF PRINCIPAL ACCOUNTANT

### 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 Manager, Accounts & Finance

### KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Principal Accountant will entail:

- i. Implementing policies, strategies, legislations, guidelines, frameworks, norms, regulations, plans, standards, and programs on accounts;
- ii. Implementing an effective system of internal control that adheres to the Service's policies and procedures;
- iii. Reconciling the creditors ledger, the general ledger, and cash book accounts in conformity with the laid-down financial regulations;
- iv. Ensuring receipts of revenue are posted timely in line with the laid down financial regulation and procedures;
- v. Coordinating the preparation of payment vouchers, cheque books, and cashbook records;
- vi. Initiating domestic and foreign borrowing in accordance with existing laws;
- vii. Coordinating fora with potential financing partners;
- viii. Developing periodic reports on resource mobilization;
- ix. Ensuring all payments and receipts conform to the relevant government circulars and accounting regulations;
- x. Maintaining the book of debtors, debt accounts, and monitoring payments;
- xi. Ensuring accuracy of computations, appropriate charging of accounts, and monitoring of postings of payments;
- xii. Interpreting financial policies for sound accounting principles, practices, and control and management of PAYE, VAT, and other statutory deductions;
- xiii. Responding to audit queries;
- xiv. Preparing monthly tax returns to ensure compliance with periodic tax payments, information reporting, and other statutory requirements;
- xv. Recommending on mitigating measures for addressing risks in the department;
- xvi. Developing and implementing business continuity plans for the department.

### REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of nine (9) years' relevant work experience, three (3) of which must have been at the grade of Senior Accountant or in comparable position;
- ii. Bachelor's degree in any of the following disciplines: Commerce (accounting or finance option), business administration (accounting option), or equivalent qualification from a recognized institution;
- iii. CPA (K) or equivalent qualification from a recognized institution;
- iv. Member of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body, and in good standing;
- v. Management course lasting not less than four (4) weeks from a recognized institution; and
- vi. Proficiency in computer applications.

### KEY SKILLS AND COMPETENCIES

- i. Supervisory skills;
- ii. Critical thinking skills;
- iii. Report writing and reporting skills;
- iv. Analytical skills.
- v. 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](http://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