



Republic of Kenya



## CAREER OPPORTUNITIES

The Public Sector Accounting Standards Board (PSASB), is a semi-autonomous state agency established by the Public Finance Management (PFM) Act No.18 of 2012. The Board is mandated to provide frameworks and set standards for the development and management of accounting, financial and internal audit systems for all state organs and public entities. The Board now invites applications from competent individuals to fill the following vacant positions:

### **MANAGER ACCOUNTING STANDARDS GRADE ASB 3. JOB REF: PSASB/02/2021**

***Terms of Service: Permanent and pensionable***

#### **Job Summary:**

Reporting to the Director Accounting Standards, the Manager Accounting Standards will be responsible for:-

1. Supervise the development and review of accounting standards and financial reporting strategies, policies, and procedures.
2. Coordinate setting and implementation of generally accepted accounting and financial standards by all non-commercial and commercial public sector entities.
3. Coordinate the process of prescribing the minimum standards of maintenance of proper books of accounts for all levels of Government.
4. Coordinate development and implementation of Accounting Standards guidelines by non-commercial and commercial public sector entities
5. Coordinate the development and review of templates and formats for financial statements and reporting to enable state organs and public entities to comply with prescribed standards.
6. Provide input on gazettment and the effective dates of implementation of accounting standards, frameworks and guidelines.
7. Supervise and monitor implementation of the prescribed frameworks, accounting Standards, and guidelines by state organs and public entities and provide recommendations.
8. Conduct research and development activities related to accounting standards in the organization.
9. Provide technical guidance in implementing, monitoring and application of International Financial Reporting Standards (IFRS) and International Public Sector Accounting Standards (IPSAS) by state organs and public sector entities.
10. Provide technical guidance in developing, implementing, and monitoring a roadmap towards Accrual Accounting for non-commercial public sector entities reporting under IPSAS Cash.
11. Draft responses to Exposure drafts (EDs) and make presentation on draft standards developed by the International Public Sector Accounting Standards Board (IPSASB) and International Accounting Standards Board (IASB).

**Promoting Sound Financial Reporting and Internal Audit Standards in the Public Sector**



12. Develop learning materials and facilitate training and capacity building of accounting standards in non-commercial and commercial public entities in compliance with the set frameworks, standards, & guidelines.
13. Supervise development and implementation of risk management strategies and business continuity plans in the Accounting Standards Directorate.
14. Co-ordinate public participation in the development of guidelines and manuals.
15. Coordinate the development of an online repository for accounting standards learning materials and publications.

## Job Specifications

For appointment to this grade, an officer must have:

- (i) Served in a Financial, Accounting, Banking or Audit Function in a reputable organization for a cumulative period of twelve (12) years;
- (ii) Bachelors Degree in any of the following disciplines:- Commerce (Accounting/Finance Option), Finance, Economics, Business Administration, Business Management or its equivalent qualification from a recognized institution
- (iii) Passed Part III of professional Exams such as CFA, CPA, ACA, ACCA, ACMA or equivalent membership to a relevant professional body;
- (iv) Masters degree in any of the following disciplines: - Commerce (Accounting/Finance Option), Finance, Economics, Business Administration, Business Management or its equivalent qualification from a recognized institution
- (v) Be a member of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution
- (vii) Be of proven integrity, transparency and accountability.
- (viii) Certificate in computer application skills from a recognized competence in work performance and results
- (ix) Fulfilled the requirements of Chapter Six of the Constitution.

## Application Procedure:

If you can clearly demonstrate your ability to meet the specified criteria, please email your C.V, copies of academic and professional certificates and any other supporting documents to the address to [recruitment@psasb.go.ke](mailto:recruitment@psasb.go.ke). Kindly indicate the reference number on the subject of the email. Candidates must attach clearance/compliance certificates from **CID, HELB, EACC, CRB & KRA** in their applications which should be received not later than 6<sup>th</sup> December, 2021 **at 5.00pm**.

**All applications should be addressed to:**

**THE CHIEF EXECUTIVE OFFICER  
PUBLIC SECTOR ACCOUNTING STANDARDS BOARD**



Republic of Kenya



**CPA CENTRE, 8TH FLOOR  
P.O BOX 38831-00100  
NAIROBI**

***The PSASB is an equal opportunity employer. Canvassing of any kind will lead to automatic disqualification. Women, Youth and Persons with Disabilities are encouraged to apply.***

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