

HUBERT KAIRUKI MEMORIAL UNIVERSITY



VACANCY ADVERTISEMENT

Hubert Kairuki Memorial University (HKMU) is looking for qualified and well experienced Tanzanians, to fill the following positions:

1. INTERNAL AUDITOR

Summary Description:

Responsible for evaluating and ensuring that the organization's internal controls and financial records are accurate, effective and comply with regulations. Identify areas for improvement and provide recommendations to enhance operational efficiency and risk management.

Duties and Responsibilities:

1. Participates in designing the internal control systems in line with HKMU policies.
2. Reviews and evaluates internal controls to ensure that accounting and operational systems provide adequate, timely and accurate information, protection against loss due to negligence, dishonesty or otherwise.
3. Maintains regular checks on the accuracy and adequacy of internal controls, accounting records and operational activities throughout the University in line with observance of standard practice, policies and procedures.
4. Ensures that there is compliance with established policies, procedures, controls and other regulations throughout the University.
5. Ensures that HKMU financial policies and procedures comply with approved financial standards, regulations and the limits of authority on all matters involving finance are adhered to.
6. Verifies HKMU income from source to bank and certify that expenditure is properly incurred according to the approved policy and efficiently charged to the relevant codes,
7. Makes recommendations from time to time to the Vice Chancellor on necessary checks and changes in the accounting systems and controls.
8. Builds up an effective liaison with external auditors and facilitates the external audits.
9. Consolidates Management responses on the audit queries and ensures audit recommendations are implemented as per Management responses.

Qualifications and Experience:

Applicants must be in possession of full professional qualifications i.e. CPA (T)/ACCA/ACA with working experience of not less than five (5) years in similar position at a reputable organization.

2. ACCOUNTANT**Summary Description:**

Responsible for handling the day to-day financial accounts tasks of the university, including working on accounts planning and budgeting, preparing financial reports, maintaining the accounts of the university in accordance with international financial reporting standards and guidelines and ensuring that the university complies with all national tax requirements,

Duties and Responsibilities:

1. Authorises payments.
2. Prepares and maintains payrolls.
3. Approves payment vouchers.
4. Coordinates the preparation of final accounts.
5. Facilitates final accounts auditing.
6. Responds promptly on Audit queries pertaining to HKMU financial matters.
7. Prepares Audit responses pertaining to financial and accounting matters.
8. Performs any other duties as assigned by the Bursar.

Qualifications and Experience:

Applicants must be in possession of full professional qualifications i.e. CPA (T)/ACCA/ACA with working experience of not less than four (4) years in similar position at a reputable organization.

Application Procedure:

Qualified and Interested applicant for the above post is requested to submit application letter, curriculum vitae, and attach copies of certificates to: **hram@hkmu.ac.tz** by 22nd March 2024.

This advert can also be downloaded from the HKMU website: www.hkmu.ac.tz