



THE SIAYA NATIONAL POLYTECHNIC

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Vision

A market leader in the provision of top-notch training, research and innovation

Mission

To produce competent human resource for sustainable development

EXTERNAL ADVERTISEMENT FOR SENIOR FINANCE OFFICER POSITION

MONDAY, 22ND DECEMBER, 2025

The Siaya National Polytechnic (TSNP) Is A Public TVET Institution Operating Under the TVET Act No. 29 of 2013 In the State Department of Vocational and Technical Training , Ministry of Education, Kenya. It is Situated in Siaya Town along the Siaya -Rang'ala Road.

The Siaya National Polytechnic (TSNP) invites applications from suitably qualified and individuals with excellent credentials to fill the following vacant position on Contract basis: -

S/No.	Designation	Advert No.	No. of Positions
1.	Senior Finance Officer	TSNP/ADM/HRM/ADVT/SFO/15/12/2025	1

Senior Finance Officer

Job Summary

This position reports to the Chief Principal and responsible for the provision of Financial services that includes but not limited to Financial Accounting so as to ensure the Institution finances are prudently managed and quality financial information required for decision making availed in a timely manner.

Requirements for Appointment

For appointment to this position, a candidate must have: -

- i. Bachelor's degree in business management or business administration, with specialization in Accounting and Finance, or an equivalent qualification from a recognized institution.
- ii. Membership registration with ICPAK or any other relevant professional body
- iii. Demonstrated managerial, administrative and professional competence in work performance.
- iv. Served in the grade of Accountant/Finance Officer or in a similar position for at least three (3) years.

- v. Continuous Management training of a cumulative period lasting not less than four (4) weeks from a recognized institution.
- vi. Certificate in relevant computer accounting packages.
- vii. One who is reliable and of high integrity.

Duties and Responsibilities:

Senior Finance Officer will be responsible but not limited to the following:

- i. Prepare financial accounts that reflect true and fair view of the financial position of the Institution to ensure compliance with the statutory requirements.
- ii. Ensure proper interpretation and implementation of financial regulations and procedures, government circulars and letters to comply with statutory requirements i.e. Kenya National Audit Office.
- iii. Review funds disbursement requests from departmental heads and approve as appropriate to ensure the departments have the resources required in the implementation department strategies and to minimise on unbudgeted expenditure that might result in resource wastage.
- iv. Advise the Management on all financial matters i.e. tenders, planning, audit training to ensure sound and correct decision making.
- v. Oversee preparation and submission of statutory reports i.e. SHIF, PAYE, NSSF as required by the law for compliance purposes.
- vi. Supervise and advise on training needs of finance staff to ensure they have the right skills to execute their daily duties.
- vii. Ensure timely preparation and submission of the institution budget to maintain accurate accounting records and preparation of management and statutory financial reports.
- viii. Develop the Institution's budget to ensure sufficient allocation of resources that support the implementation of its strategy in an efficient and effective manner.
- ix. Maintain inventory of all bank accounts to monitor the liquidity status of the Institution.
- x. Ensure availability of funds for day-to-day activities for efficient and effective running of the Institution.
- xi. Sign Cheques and vouchers within the required/set threshold for prudent and timely execution to enhance smooth running of the Institution's operations.
- xii. Preparation of budget
- xiii. Monitor expenditure
- xiv. Account for all resources allocated to all the departments

Terms and Conditions

Successful candidates shall be appointed on three (3) years contract terms renewable subject to satisfactory performance under The Siaya National Polytechnic Governing Council prevailing terms and conditions.

Application Procedure:

1. The details of the advertised post can be accessed from the Polytechnic's website www.siayapolytechnic.ac.ke/careers. Further, the Interested applicants possessing the above qualifications are requested to download the Fillable Pdf Application Form, Fill and submit the form together with Application letter addressed to the Chair, Siaya National Polytechnic Governing Council, detailed Curriculum Vitae, Certified copies of relevant Academic certificates, Professional certificates, Testimonials, National Identity Card or Passport, three (3) reference letters and

other relevant supporting documents via e-mail to
recruitment@siayapolytechnic.ac.ke

2. Current, valid documents as outlined in Chapter Six (6) of the Constitution of Kenya.
3. Shortlisted candidates with qualifications acquired outside Kenya should obtain recognition from Commission for University Education (CUE).
4. Applications must be received on or before Close of Business on *Monday, 12th January, 2026*.
5. No application submitted after the deadline will be considered.
6. Only shortlisted candidates will be contacted.
7. Any form of direct or indirect canvassing will lead to automatic disqualification.

N/B. The Siaya National Polytechnic is committed to implementing the provisions of Chapter 232 (1), (g,h&i) of the Constitution of Kenya by being an Equal Opportunity Employer, thus women, persons with disability and marginalized groups are encouraged to apply.

Approved for Circulation by
The Chief Principal and the Secretary of the Governing Council,
The Siaya National Polytechnic,
P.O BOX 1087-40600,
SIAYA.

Signature:



Name:

Dr Daniel Rotich

Date:

22/12/2025

