



Thika Water & Sewerage Company Ltd.

EXCITING CAREER OPPORTUNITY AT THIKA WATER AND SEWERAGE COMPANY LIMITED (THIWASCO)

The Thika Water and Sewerage Company Limited (THIWASCO), a prominent provider of water and sanitation services in Kiambu County, is committed to enhancing its operational efficiency and customer satisfaction. In pursuit of fulfilling its mandate and supporting continued growth, THIWASCO is seeking to recruit highly qualified and performance-driven professionals to join its team.

Position: Accountant, Internal Controls & Taxation

Ref No. HR/MLS/11-2024

Job Grade: 7

Job Purpose:

The Internal Control Accountant will play a crucial role in safeguarding the financial integrity of the organization by implementing and maintaining effective internal control systems. This role involves assessing, monitoring, and improving internal controls to ensure compliance with regulatory requirements, mitigate financial risks, and safeguard assets. The Internal Control & Taxation Accountant works closely with Chief Manager, Finance and Accounting to identify weaknesses in internal processes and implements corrective measures to enhance overall financial governance.

The accountant will also be responsible for assessing and recommending improvements in the payment process involving documents such as invoices, receipts, and reimbursement request among others, to ensure compliance with the PFM Act, PPADA, Internal policies and procedures. This role is essential in maintaining financial accuracy, completeness, transparency and accountability.

The jobholder is responsible for analysing fiscal matters and preparing, submitting and managing tax matters and periodical returns for the Company. He/she oversees and prepares all company tax compliance reports, while reporting budgetary concerns and taxation effects of business decisions to Management.

The Accountant, Internal Controls & Taxation will report to the Chief Manager-Finance and Accounting.

Key Responsibilities

Internal Control Assessment:

- Conduct thorough assessments of existing internal control procedures.
- Evaluate the effectiveness of financial, operational, and compliance controls.
- Review and examine vouchers, invoices, claims, and other financial documents for accuracy, completeness, and compliance with company policies and regulatory requirements.
- Review the various work flows within the department.
- Ensure all supporting documentation is attached and properly authorized before processing.
- Ensure compliance with procurement regulations and financial guidelines during the review process.
- Maintains and updates working knowledge of tax laws and regulations, including new filing practices, deadlines, and any company-specific information;
- Analyse SOPs and develop checklists for use in internal control reviews.
- Performs any other related duties that may be assigned by the superior.

Risk Management:

- Identify and assess financial and operational risks.
- Develop strategies to mitigate identified risks.
- Monitor and report on risk treatment activities.

Compliance:

- Ensure compliance with relevant laws, regulations, and accounting standards.
- Stay updated on changes in regulations that may impact internal controls within the company.
- Collaborate with internal and external auditors during compliance / tax health checks audits.
- Assists with preparing annual financial records, including meeting deadlines and ensuring all financial practices and records comply with accepted accounting standards;
- Liaise with KRA and other regulatory bodies when called for (i.e. building and maintaining) an “enhanced relationship” with tax authorities.

Process Improvement:

- Collaborate with cross-functional teams to design and implement improved internal control processes. Check lists, SLA's
- Recommend and implement best practices to enhance efficiency and effectiveness.
- Assist in decision-making from a tax standpoint by working with the supervisor to develop tax strategies that involve both incentives and tax-compliance reports.

Training and Awareness:

- Provide training to staff on internal control procedures and best practices.
- Foster a culture of awareness and accountability for internal controls.

Qualifications and Skills:

- Bachelor's degree in Accounting, Finance, or related field.
- CPA (K) and a registered member of ICPAK.
- Diploma or higher diploma in taxation from KESRA is highly desirable.
- Proven experience in internal control, voucher examination, audit or a related field.
- Experience of not less than three (3 years) working experience in financial/Accounting management in Public Service or Private sector; (relevant field)
- Attention to detail and accuracy in data entry and document review.
- Proficiency in computer applications, particularly accounting software and spreadsheet programs.
- Excellent organizational, communication, and interpersonal skills.
- Strong understanding of financial processes (accounting principles, financial regulations, and government financial procedures), risk management, and compliance.

Key Competencies and skills

- (i) Organization and management skills;
- (ii) Good communication skills,
- (iii) Team Player.
- (iv) Leadership and managerial skills;
- (v) Report writing skills;
- (vi) Negotiation skills and arbitration skills; and
- (vii) Analytical skills.

Additional Requirements

In addition to the above requirements, candidates must provide evidence of compliance to Chapter Six of the Kenyan Constitution requirements for integrity by providing the following documents.

1. Higher Education Loans Board (HELB) Clearance.
2. Tax Compliance Certificate from Kenya Revenue Authority (KRA).
3. Certificate of good Conduct from the Directorate of Criminal Investigations (DCI).
4. Ethics and Anti-Corruption Clearance (EACC).

Conclusion: The Accountant, Internal Controls &Taxation role is pivotal in ensuring fiscal responsibility and adherence to financial regulations. By meticulously verifying and processing financial documents, the Accountant, Internal Controls &Taxation contributes to the efficient operation and transparency of the organisation's financial management system

Application procedure

If you meet the above criteria and are interested in the position, apply by submitting your application, CV and copies of relevant certificates as well as documents confirming compliance with provisions of chapter 6 of the Kenyan Constitution to:

**The Managing Director,
Thika Water and Sewerage Company Ltd,
Haile Sellasie Road near Chania Falls,
P.O. Box 6103 – 01000.
Thika, Kenya.**

Via: info@thikawater.co.ke

Copy to: hr@thikawater.co.ke

Application Procedure Notes:

- ✓ You are required to send your application in soft copy only.
- ✓ Indicate the Job Title and Reference Number in your subject line
- ✓ Provide names and contacts of three referees.
- ✓ Kindly indicate current and expected salary as in your application subject line or CV.
- ✓ Attach copies of your certificates and testimonials in your application.
- ✓ Closing date for applications is by end day **Friday 7th November 2024**

THIWASCO is an ISO 9001: 2015 Certified Company

- ✓ Applications received after close of the deadline will not be considered
- ✓ Only shortlisted candidates will be contacted.
- ✓ THIWASCO is an equal opportunities employer.