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/04-2026
Job Grade	7
Reports to	Financial Accountant
Terms of Service	Contract -5 Years
Duty Station	Thika

Job Purpose:

As an Internal Control Accountant, you 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 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 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.

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.
- 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.

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 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 required.

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.
- Works 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.
- 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) Drafting skills;
(vi) Report writing skills;
(vii) Negotiation skills and arbitration skills; and
(viii) Analytical skills.