

THE COMMISSION ON ADMINISTRATIVE JUSTICE
(Office of the Ombudsman)***Hata Mnyonge ana Haki*****CAJ/JOB/002/12/2025****INDENT FOR THE POSITION OF FINANCE OFFICER 1**

JOB TITLE	: FINANCE OFFICER I
REPORTING TO	: ASSISTANT DIRECTOR FINANCE & ACCOUNTS
DEPARTMENT	: CORPORATE SERVICES
JOB GRADE	: CAJ 6
NO. OF POSTS	: 1
TERMS OF EMPLOYMENT	: PERMANENT & PENSIONABLE
DUTY STATION	: HEAD OFFICE

DUTIES AND RESPONSIBILITIES:

- (i) Implementing financial accounting policies, procedures, strategies and systems to ensure effective control and accountability of the Commission's resource;
- (ii) Providing advice and guidance to various functional areas on budget preparation process;
- (iii) Verifying payments of suppliers in accordance with the Commission's policies and procedures;
- (iv) Implementing Audit recommendations to improve accounting processes and procedures;

- (v) Monitoring expenditure of projects and programmes on a periodic basis;
- (vi) Compiling information required in the budgetary process;
- (vii) Controlling expenditure commitments in the Commission;
- (viii) Evaluating and scrutinizing expenditure proposals;
- (ix) Preparing budget for recurrent and development votes;
- (x) Monitoring commitments on expenditures for recurrent, development and grant funds;
- (xi) Compiling expenditure proposals; and
- (xii) Processing medium term expenditure and revised estimates budget.

JOB SPECIFICATION

For appointment to this grade, an officer must: -

- (i) Served in the grade of Finance Officer II or Accountant II for a minimum period of four (4) years;
- (ii) Bachelor's degree in any of the following disciplines: -Commerce (Finance option), Economics, Business Administration (Finance option), Business Management (Finance option), Finance or equivalent qualification from a recognized institution;
- (iii) Certified Public Accountant II (CPA II) by Kenya Accounts and Secretaries Examination Board (KASNEB) or equivalent qualification from a recognized institution;
- (iv) Certificate in Computer Application Skills from a recognized institution;
- (v) Met the provision of Chapter Six of the Constitution; and
- (vi) Shown merit and ability as reflected in work performance and results.

All interested candidates who meet the job indent for this position are encouraged to send their application through the CAJ E-recruitment portal accessible via www.ombudsman.go.ke by **6th January' 2026** at **5.00p.m.**