



Technical University of Mombasa Enterprise Limited

JOB VACANCY

Technical University of Mombasa Enterprises Limited (TUMEL) seeks to hire highly competent and qualified people to fill the following vacancy within its staff establishment.

Position	Vacancy No.	No. of Posts
CASHIER	TUMEL/HR&ADM/CASHIER/21/11/2024	1

Reporting to: Assistant Finance Officer

The Cashier will serve as a front office of the Finance Department. The cashier will be receiving payments, issuing receipts and keeping track of all cash and credit transactions. He/She will ensure that all the TUM Hotel & Conferencing bills are processed and settled according to the Finance Policy. They will work closely with Food and Beverage (F&B) Supervisor and the Assistant Finance to ensure all the company income generating units sales are accurately administered.

Key Duties and Responsibilities:

- Receive and bank revenue daily.
- Track and reconcile bank statements
- Record all payments and receipts in ledgers.
- Processing of Invoices
- Posting of entries in various ledger
- Assist in revenue collection
- Maintenance of financial records
- Carry out other duties and responsibilities as may be assigned from time to time by other persons in authority

Professional Qualifications and Requirements:

- Must possess a Diploma in Accounting or its equivalent from a recognized institution.
- Must have served for a minimum of 1 year in the field of Accounting and Finance.
- Working experience with Enterprise Resource Planning (ERP) Systems will be an added advantage.
- Good knowledge of accounting and bookkeeping procedures.
- Should possess advanced MS Excel skills.
- Must be computer literate

Key Personal Attributes



- Must display high integrity, professionalism, objectivity, confidentiality, and reliability.
- Excellent written and spoken English
- Accuracy and strong attention to detail
- Proactive approach to work, self-motivation, and a team player
- Proficiency in Microsoft Office (creating spreadsheets and using financial functions)
- Excellent interpersonal skills, and ability to deal with people from different cultures.
- Possess excellent communication skills.
- Good organization skills

Key Skills & Attitudes

- Solid written and verbal communication skills
- Fluency in English
- Ability to maintain a positive, friendly attitude even under high pressure.
- Professional attitude and appearance

TUMEL Grade	Consolidated Salary Range	Contract Duration
7	25,000/= - 32,519/=	1 year, renewable based on performance

NOTE:

- If you are successful and required to take up the position, it will be mandatory for you to provide Chapter Six requirements for you to be employed.
- Only shortlisted and successful candidates shall be contacted. Any form of canvassing either directly or indirectly shall lead to automatic disqualification.

How to Apply

Application letters accompanied by copies of a National Identity Card, a CV, relevant certificates and testimonials submitted in soft copy to email: applications@tumel.co.ke or in hard copy and submitted to the office of the Human Resource and Administrative Officer not later than 6th December 2024 by 5:00 pm.

The Application should be addressed to:

The Managing Director

Technical University of Mombasa Enterprises Limited
(TUMEL) P.O BOX 90420 - 80100 Mombasa



TUMEL is an equal-opportunity employer and is committed to diversity and gender equality. Women, marginalized and minority groups are encouraged to apply.



Julius Kioga