



REPUBLIC OF KENYA



**UNCLAIMED
FINANCIAL
ASSETS
AUTHORITY**

JOB OPPORTUNITIES

The Unclaimed Financial Assets Authority (UFAA) is a State Corporation established under the National Treasury pursuant to the Unclaimed Financial Assets Act No. 40 of 2011. UFAA's primary mandate is to receive, safeguard, and reunite unclaimed financial assets with their rightful owners.

The Authority invites applications from suitably qualified, experienced, and highly motivated professionals with proven competence, integrity, and a track record of results to fill the following positions on permanent and pensionable terms of service.

1. **Principal Internal Audit & Risk Management Officer, Job Grade UFAA 5 - UFAA/PIA&RMO/10/26 - 1 Post**
2. **Senior Internal Audit & Risk Management Officer, Job Grade UFAA 6 - UFAA/SIA&RMO/10/26 - 1 Post**
3. **Senior Accountant, Job Grade UFAA 6 - UFAA/SNRACCT/010/26 - 1 Post**
4. **Internal Audit & Risk Management Officer II, Job Grade UFAA 8 - UFAA/IA&RMOII/10/26 - 1 Post**
5. **Accountant II, Job Grade UFAA 8 - UFAA/ACCTII/010/26 - 2 Posts**

Principal Internal Audit & Risk Management Officer - Job Grade UFAA 5 Job Ref: UFAA/PIA&RMO/10/26 - 1 post

a. Job purpose

To provide independent and objective assurance and advisory services on the effectiveness of governance, risk management, and internal control systems, with a view to enhancing accountability, operational efficiency, regulatory compliance, and achievement of the organization's strategic objectives.

b. Job Description

- Implementing fraud investigation and anti corruption policies, guidelines, strategies and plans;
- Analyzing data in financial records, systems and processes;
- Undertaking comprehensive audits at the Authority;
- Stocktaking and undertaking risk assessment, corruption risk assessment and anti corruption awareness activities;
- Reviewing internal controls in the Authority;
- Evaluating the adequacy of system controls and recommending improvements;
- Carrying out audit checks and identifying any accounting errors;
- Undertaking spot-checks and cash survey;
- Undertaking audit investigations;
- Carrying out audit, follow up on implementation of recommendations on audit reports;
- Assessing compliance with internal policies, tax regulations and other statutory guidelines;
- Implementing Quality Assurance and Improvement Programme (QAIP);
- Consolidating primary audit reports/queries in Authority's financial statements;
- Carrying out compliance tests; and
- Monitoring and evaluating audit reports.

c. Job Specifications

For appointment to this grade, one must have;

- Served for cumulative period of nine (9) years relevant work experience, three (3) of which must have been at the grade of Senior Internal Audit & Risk management Officer or in a comparable position;
- Bachelors degree in any of the following disciplines; Accounting, Finance, Commerce, Economics, Business Administration, Business Management or it's equivalent from a recognized institution;

- Membership to Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body in good standing;
- Management course certificate lasting not less than four (4) weeks from a recognised institution;
- Proficiency in computer applications; and
- Show merit and ability as reflected in work performance results.

d. Key competencies and skills

- Expertise in risk assessment, internal control evaluation, and execution of audits in line with professional standards;
- Strong capability in audit planning, testing, analysis, documentation, and reporting to support effective assurance outcomes;
- Sound knowledge of regulatory, compliance, and governance frameworks, supported by proficiency in audit tools and technology;
- Demonstrated objectivity, integrity, confidentiality, and adherence to ethical standards;
- Excellent communication, stakeholder engagement, and interpersonal skills, with the ability to influence and collaborate effectively across all levels;
- Strong organizational, analytical, and problem-solving skills, with keen attention to detail and the ability to manage priorities and meet deadlines; and
- Ability to work independently and collaboratively in dynamic environments, demonstrating adaptability, sound judgment, and resilience under pressure.

Senior Internal Audit & Risk Management Officer - Job Grade UFAA 6 **Job Ref: UFAA/SIA&RMO/10/26 - 1 Post**

a. Job purpose

To provide independent and objective assurance and advisory services on the effectiveness of governance, risk management, and internal control systems, with a view to enhancing accountability, operational efficiency, regulatory compliance, and achievement of the organization's strategic objectives.

b. Job Description

- Implementing fraud investigation and anti- corruption policies, strategies, guidelines and plans;
- Analyzing data for preparing annual internal audit plan;
- Performing information processed and system audits;
- Carrying out audit checks and identifying any accounting errors;
- Examining vouchers, cashbooks, ledgers confirming the propriety and accuracy of the transactions;
- Undertaking spot-checks and cash surveys;
- Auditing annual accounts;
- Undertaking spot checks and cash surveys;
- Auditing annual accounts;
- Undertaking audit investigations;
- Carrying out audit inspections of the Authority's records;
- Undertaking audits on compliance of statutory provisions and internal regulations;
- Preparing documents and taking minutes of the Risk and Audit Committee of the Authority; and
- Preparing Internal Audit reports.

c. Job Specifications

For appointment to this grade, one must have;

- Served for a cumulative period of six (6) years relevant work experience, three (3) of which must have been at the grade of Internal Audit & Risk management Officer I or in a comparable position;
- Bachelors degree in any of the following disciplines; Accounting, Finance, Commerce, Economics, Business Administration, Business Management or it's equivalent qualification from a recognized institution;
- Membership to Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body in good standing;

- Proficiency in computer applications; and
- Shown merit and ability as reflected in performance and results.

d. Key competencies and skills

- Expertise in risk assessment, internal control evaluation, and execution of audits in line with professional standards;
- Strong capability in audit planning, testing, analysis, documentation, and reporting to support effective assurance outcomes;
- Sound knowledge of regulatory, compliance, and governance frameworks, supported by proficiency in audit tools and technology;
- Demonstrated objectivity, integrity, confidentiality, and adherence to ethical standards;
- Excellent communication, stakeholder engagement, and interpersonal skills, with the ability to influence and collaborate effectively across all levels;
- Strong organizational, analytical, and problem-solving skills, with keen attention to detail and the ability to manage priorities and meet deadlines; and
- Ability to work independently and collaboratively in dynamic environments, demonstrating adaptability, sound judgment, and resilience under pressure.

Senior Accountant - Job Grade UFAA 6 **Job Ref: UFAA/SNRACCT/010/26 - 1 Post**

a. Job purpose

To implement financial management and reporting processes, compliance with applicable public sector financial regulations and standards, and provide accurate financial information to support prudent resource stewardship, decision-making, and achievement of organizational objectives.

b. Job Description

- Examining payment vouchers and posting in the vote book/budget control records;
- Processing imprests, advances and other disbursements and remitting statutory deductions;
- Examining cash and Bank reconciliation statements;
- Preparation of cash flow projections and investment proposals;
- Preparing financial reports and statements;
- Providing safe custody of accounting records, documents and assets;
- Maintaining imprest ledger and follow up on surrender of imprests;
- Safe custody of authority records and assets under his/her jurisdiction;
- Preparing budgets for recurrent and development votes;
- Compiling expenditure proposals;
- Monitoring expenditure of projects and programs on a periodic basis; compiling information required in the budgetary process;
- Processing medium term expenditure and revised estimate budgets;
- Preparing fiscal reports and ensuring timely disbursement of funds;
- Undertaking variance analysis and recommending remedial measures; and
- Preparing funding and resource mobilization proposals.

c. Job Specifications

For appointment to this grade, one must have;

- Served for a cumulative period of six (6) years relevant work experience, three (3) of which must have been at the grade of Accountant I or in a comparable position;
- Bachelors degree in any of the following disciplines: Commerce (Accounting Option), Business Management (Accounting/Finance Option), Business Administration (Accounting/Finance Option) or equivalent qualification from a recognized institution;
- CPA II/ ACCA II or an equivalent accounting qualification from a recognized institution;
- Membership to Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body and in good standing;
- Proficiency in computer applications; and
- Shown merit and ability as reflected in work performance results.

d. Key competencies and skills

- Strong knowledge of PFM Act, accounting standards, financial reporting requirements, and regulatory compliance;
- Proficiency in accounting systems, financial analysis tools, and advanced spreadsheet applications to support informed decision-making;
- Demonstrated integrity, professionalism, and commitment to ethical stewardship and confidentiality;
- Strong analytical, problem-solving, and sound judgment capabilities, with a focus on accuracy and attention to detail;
- Excellent communication and stakeholder engagement skills, with the ability to build effective working relationships across diverse teams;
- Proven ability to manage priorities, deliver results within strict timelines, and maintain high performance in demanding environments; and
- Adaptability and resilience, with the capacity to work both independently and collaboratively to achieve organizational objectives.

Internal Audit & Risk Management Officer II - Job Grade UFAA 8 **Job Ref: UFAA/IA&RMOII/10/26 - 1 Post**

a. Job purpose

To support the execution of internal audit assignments by reviewing controls, assessing compliance, and documenting audit findings, thereby contributing to effective risk management, good governance, and continuous improvement of organizational processes.

b. Job Description

- Implementing fraud investigation and anti- corruption policies, guidelines, strategies and plans;
- Collecting and collating data on financial records, systems and processes;
- Undertaking spot-checks and cash surveys;
- Undertaking audit investigations;
- Assessing track of actual expenditure against budget allocations and report variances; and
- Carrying out audit follow- ups on implementation of recommendations on audit reports.

c. Job Specifications

For appointment to this grade, one must have;

- Bachelors degree in any of the following disciplines; Accounting, Finance, Commerce, Economics, Business Administration, Business Management or it's equivalent qualification from a recognized institution; and
- Proficiency in Computer applications.

d. Key competencies and skills

- Excellent communication and interpersonal skills, with the ability to collaborate effectively across teams;
- Demonstrated integrity, professionalism, and commitment to confidentiality;
- Strong organizational, time management, and prioritization skills, with the ability to deliver results under pressure;
- Sound analytical, problem-solving, and decision-making abilities, supported by keen attention to detail and accuracy;
- Basic knowledge of internal audit standards and risk assessment techniques; and
- Ability to work effectively both independently and within a team environment, demonstrating adaptability and resilience.

a. Job purpose

To support the preparation, processing, and maintenance of financial records and transactions, ensuring accuracy, compliance, and timely financial reporting to facilitate effective financial management and accountability within the organization.

b. Job Description

- Preparing payment vouchers and committal documents for examination'
- Verifying data Recorded in the cashbook;
- Validating bank transactions and entries in bank statements;
- Validating receipts and payments;
- Updating ledgers and supporting preparation of financial reports;
- Verifying balance cashbooks, imprests, and advance ledgers;
- Undertaking bank deposits, dispatch of cheques and cash withdrawal; and
- Preparing bank reconciliation statements;

c. Job Specifications

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

- Bachelors degree in any of the following disciplines: Commerce (Accounting Option), Business Management (Accounting/Finance Option), Business Administration (Accounting/Finance Option) or equivalent qualification from a recognized institution;
- CPA II/ ACCA II or an equivalent accounting qualification from a recognized institution and
- Proficiency in computer Applications.

d. Key competencies and skills

- Excellent communication and interpersonal skills, with the ability to collaborate effectively across teams;
- Demonstrated integrity, professionalism, and commitment to confidentiality;
- Strong organizational, time management, and prioritization skills, with the ability to deliver results under pressure;
- Sound analytical, problem-solving, and decision-making abilities, supported by keen attention to detail and accuracy;
- Working knowledge of accounting systems and financial record-keeping; and
- Ability to work effectively both independently and within a team environment, demonstrating adaptability and resilience.

HOW TO APPLY

1. Interested candidates are advised to visit the Authority's website (www.ufaa.go.ke) to obtain the full job description and specifications for the respective positions.
2. Candidates who meet the stipulated requirements are required to visit the careers page on the Authority's website and register by creating an account using a valid email address, after which they should log in to proceed with the application.
3. All applications must be submitted online and must reach the Authority not later than **5:00 PM (East African Time) on 10th November 2026**. Applications received after the stipulated deadline will not be considered.
4. Applicants are advised to ensure that they provide accurate and complete information and attach all relevant supporting documents as specified in the advertisement. Incomplete applications or applications that do not meet the prescribed requirements will not be considered.

NOTES

1. Only shortlisted candidates will be contacted.
2. The Authority is an equal opportunity employer committed to merit-based recruitment, fair competition, diversity, and inclusivity in accordance with applicable laws and public service principles.
3. Persons with disabilities, members of marginalized groups, and minorities are strongly encouraged to apply.

*Please note: Successful candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.
Canvassing will lead to automatic disqualification*

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