



**VACANCY ANNOUNCEMENT**

The Independent Policing Oversight Authority is established pursuant to the Independent Policing Oversight Authority Act Cap. 86 Laws of Kenya. Its primary mandate is to provide civilian oversight over the work of the National Police Service.

The Authority seeks to recruit results-oriented Kenyan citizens with drive, vision and creativity to fill the following vacant positions: -

No	Job Reference	Designation	Job Grade	Vacant Positions
1	IPOA/HR/01/2026	Senior Accountant	IPOA 7	1 Post

**How to apply:**

Interested candidates who meet the required qualifications are invited to submit their application **ONLINE** through the Authority's website [careers Portal](#). No Physical applications will be accepted

Detailed job description and specification for this position is available here: <https://www.ipoa.go.ke/ipoa/careers>.

All applications to reach the Authority on or before **18<sup>th</sup> May, 2026** at **5.00 p.m. East Africa time**.

Successful applicants must meet the requirements of Chapter Six of the Constitution of Kenya 2010 and provide the following documents; clearance certificate from HELB, EACC, CRB, KRA and DCI. Further to this, background checks and verification of academic certificates shall be undertaken before on boarding.

*IPOA is an equal opportunity employer and shall not in its recruitment discriminate on the basis of race, religion, colour, ethnic origin, political affiliation, sex or sexual orientation, pregnancy, marital status, disability, health or social status. Kindly note that canvassing will lead to automatic disqualification.*

**IPOA does not engage any recruitment agencies and no medical examination is required before one attends an interview. IPOA does not charge a fee at any stage of the recruitment process (application, shortlisting or interview).**

Only shortlisted candidates will be contacted.

**1. IPOA/HR/01/2026; SENIOR ACCOUNTANT JOB GRADE IPOA 7 (1 POSITION)  
(CONSOLIDATED SALARY KSH. 124,140 – 230,730)**

<b>Job Title</b>	<b>Senior Accountant</b>
<b>Grade</b>	IPOA 7
<b>Directorate</b>	Directorate of Finance and Planning
<b>Department</b>	Finance and Accounting
<b>Section / Unit</b>	Accounts
<b>Location / Work Station</b>	Headquarters, Nairobi
<b>Reporting Relationships</b>	
<b>Reports to</b>	Principal Accountant
<b>Job Purpose</b>	
Responsible for development, implementation and/or review of accounting policies, procedures and internal controls for efficient and effective management of Authority funds	
<b>Key Responsibilities/ Duties / Tasks</b>	
An officer at this grade will undertake the following duties and responsibilities:	
<ul style="list-style-type: none"> <li>i. Verifying of vouchers and committal documents in accordance with the laid down rules and regulations;</li> <li>ii. Data capturing</li> <li>iii. Maintaining primary records such as cashbooks, ledgers, votebooks and registers;</li> <li>iv. Preparing simple management reports eg imprest and expenditure returns;</li> <li>v. Maintaining safe custody of Authority's accounting records and assets under his/her purview;</li> <li>vi. Analysing the below the line accounts;</li> <li>vii. Receiving duly processed payment and receipt vouchers;</li> <li>viii. Writing cheques and posting payments and receipt payments in the cashbooks;</li> <li>ix. Balancing and ruling of the cashbooks on daily basis;</li> <li>x. Updating and maintaining the fixed assets register; and</li> <li>xi. Paying personal and merchant claims based on cash balances in the cashbooks and prevailing regulations</li> </ul>	
<b>Knowledge, Experience and qualifications required</b>	
For appointment to this grade, an officer must have the following qualifications:	

- i. Cumulative service period of six (6) years, three (3) of which must have been at the grade of Accountant I at IPOA 8 or a comparable and relevant position;
- ii. Bachelor's Degree in any of the following disciplines: - Commerce (Accounting/ Finance option); Business Administration (Accounting option) or equivalent qualification from a recognized institution;
- iii. Certified Public Accountant (CPA-K) or equivalent qualification from a recognized institution;
- iv. Membership with the Institute of Certified Public Accountants of Kenya (ICPAK);
- v. Proficiency in Computer Applications with a bias in computerized accounting packages.