



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/12/2026	Principal Accountant	IPOA 6	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 **13th 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/12/2026; PRINCIPAL ACCOUNTANT JOB GRADE IPOA 6 (1 POSITION)
(CONSOLIDATED SALARY KSH. 185,380 – 290,600)**

Job Title	Principal Accountant
Grade	IPOA 6
Organization	Independent Policing Oversight Authority
Directorate	Finance and Planning
Department	Accounts
Location / Work Station	Headquarters, Nairobi
Reporting Relationships	
Reports to	Assistant Director, Accounts
Job Purpose	
Responsible for coordinating development, implementation and/or review of accounting policies, procedures and internal controls for efficient and effective Management of Authority funds.	
Key Responsibilities/ Duties / Tasks	
<p>An officer at this grade will undertake the following duties and responsibilities:</p> <ol style="list-style-type: none"> i. Preparing timely and accurate management reports; ii. Authorizing payment subject to set limits; iii. Certifying and verifying returns, document and vouchers; iv. Providing safe custody to Authority's assets, records and accountable documents under his/her purview; v. implementing and monitoring of internal accounting control systems in the division vi. Supervising accounting activities under his/her purview vii. Validating/committing payments; viii. Preparing bank reconciliation statements; ix. Ensuring timely processing and payment of suppliers, staff and statutory deductions. x. Preparing financial statements and other statutory reports; xi. Verifying payments uploaded to internet banking system (IB) for approval; xii. Processing CBK Approver 1; xiii. Processing remittance of statutory deductions and filing of tax returns; xiv. Coaching, mentoring, supervising staff under their purview. 	
Knowledge, Experience and qualifications required	

For appointment to this grade, an officer must have the following job competencies (Skills, Knowledge, Experience and Attributes):

- i. Cumulative service period of nine (9) years, three (3) of which must have been at the grade of Senior Accountant at IPOA 7
- 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. Management course lasting not less than four (4) weeks from a recognized institution;
- v. Membership with the Institute of Certified Public Accountants of Kenya (ICPAK);
- vi. Proficiency in Computer Applications with a bias in computerized accounting packages; and
- vii. Shown merit and ability as reflected in work performance and results.