DURHAM INTERNATIONAL SCHOOL

Job Description:

Position Title:	Senior Accountant
Reports To:	Director
Location:	Nairobi, Kenya

Purpose of the Role

The Senior Accountant manage finances of Durham International School and any related companies. The role ensures accurate financial records, full compliance with tax obligations, and the delivery of reliable reporting and financial models to support strategic decision making.

Key Responsibilities

Group Accounting & Reporting

- Lead month end and year end close processes.
- Prepare management accounts and consolidated financial statements.
- Oversee cash, POS, and stock controls.
- Coordinate external audits.

Payroll & Student Fees

- Administer payroll across all entities, ensuring statutory compliance.
- Manage student fee billing, receipting, and collections.
- Perform monthly bank and M Pesa reconciliations.

Taxation & Compliance

- File Corporation Tax, VAT, PAYE, and Withholding Tax.
- Ensure eTIMS compliance at all sales points.
- Manage VAT across the group.
- Handle KRA audits, objections, and tax planning.
- Brief management on legislative changes.

Corporate Structuring & Governance

- Advise on group structures and profit flows.
- Support setup of new subsidiaries and outlets.
- Draft and maintain agreements.

Financial Modeling & Analysis

- Develop budgets, forecasts, and cash flow projections.
- Build enrolment driven fee models.
- Evaluate new ventures using NPV, IRR, and payback analysis.
- Analyse profitability and report variances to leadership.

Controls & Leadership

- Maintain strong internal controls and compliance with the Companies Act.
- Supervise and mentor accounting staff.
- Collaborate with stakeholders to strengthen financial governance.

Qualifications & Experience

- Bachelor's degree in Accounting, Finance, Commerce, or Economics.
- Additional certification in tax or financial modeling is an advantage.
- CPA(K), ACCA, or CA qualification; registered member of ICPAK in good standing.
- Minimum 6 years' accounting experience, with 3 years in a senior role.
- Proven expertise in Kenyan tax compliance, consolidations, and payroll.

Skills & Attributes

- Strong knowledge of IFRS and Kenyan tax law; proficient in iTax and eTIMS.
- ERP administration, advanced Excel, and POS systems experience.
- High integrity, attention to detail, and clear communication skills.
- Strong organizational ability and effective leadership.

How to Apply

Interested applicants are invited to send an application by email to hr@durhamkenya.com by 30th October, 2026.

Applications should include all the information listed below:

- A letter of application addressed to The HR Manager, of no more than one side of A4, explaining why you would like this role and the skills and experiences you can bring to it.

- A fully completed Durham International School Non-Teaching Application Form - ***Click here***

- The names and accurate addresses, email addresses and telephone numbers of three referees, two of whom must be your recent and current employer, to be completed in full in the Application Form.

- Please be advised that an incomplete application form or an application that does not provide a Covering Letter and Durham Application Form as stipulated, will unfortunately not be considered. Applications will be reviewed as they are received.

Confidentiality

References will only be requested at short-list stage and we will let you know before we approach referees.

Safeguarding Statement

Durham International School is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo the relevant pre-employment checks relevant to the role. Applicants will be expected to show evidence of their most up to date child protection screening details including a police clearance certificate from each country they have worked in and the Disclosure and Barring Service (DBS) record where relevant. Checks will also be made with past employers.

Prior to taking up appointment, we will then request a declaration about medical fitness, and proof of qualifications from the successful candidate.

Under the guidance set by KCSiE 2026 Durham International School Kenya will conduct an online search for all shortlisted candidates.

Equal Opportunities

At Durham International School Kenya, we strive to create a supportive and nurturing environment for all individuals. We are dedicated to promoting equality and diversity, providing a level playing field for all of our staff and students. We aim to foster an inclusive culture, where diversity is celebrated and where everyone feels empowered and encouraged to reach their full potential.