



ST. PAUL'S HIGH SCHOOL – KEVOTE
P.O. BOX 219-60100 EMBU. 0727 216 309

EMAIL: stpaulskevotehigh@gmail.com

WEBSITE: www.stpaulskevotehigh.co.ke

Our ref: ST.PK/JVAC/2025

Your ref:

Date: 8th October, 2025

RE: JOB VACANCY FOR ACCOUNTS CLERK.

St. Paul's high School, Kevote is looking for a focused, self driven and goal oriented person for the position of accounts clerk.

The applicant should have the following qualifications:

- a) Be a Kenyan citizen.
- b) K.C.S.E mean grade C- and above.
- c) C.P.A I section II .
- d) Computer literate.
- e) Age 28 years and above.
- f) Knowledge in school accounting procedures and practices.
- g) Experience will be an added advantage.
- h) Be able to work under minimum supervision.

Applicants should send their application letter attaching their curriculum vitae, copies of academic and professional certificates and testimonials to reach the undersigned by **30th October, 2025.**

Only shortlisted applicants will be invited for the interview.

**The Secretary
Board of Management
St. Paul's School, Kevote
P.O. Box 219 – 60100
EMBU.**

PRINCIPAL
ST. PAUL'S HIGH SCHOOL - KEVOTE
P.O. BOX 219 - 60100, EMBU
SIGN
DATE