

NITA/TRN/1636

# The Principals' *Virtual* Seminar



Institute of  
Certified  
Administrators

Institute of Certified Administrators  
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## About ICA

### About Us

We are the leading Professional Membership Organization for Administrators in the private and public sector, commerce and industry. We offer cutting edge training, seminars and workshops and conferences to equip you with advanced knowledge and skills for excellence in your work. You will benefit immensely from our pool of experienced and knowledgeable facilitators who have performed administrative and leadership roles for decades.

### Our Vision

To be a world class professional organization for administrators in the Public and Private Sectors, Commerce and Industry

### Our Mission

To provide an excellent platform that nurtures and supports the practice of administration in the Public and Private Sectors, Commerce and Industry

### Our Seminars & Workshops

Institute of Certified Administrators (ICA) is an international training institution that was established to meet the ongoing needs of the workplace in the current dynamic business environment. The institution is registered in Kenya and is accredited by the National Industrial Training Authority NITA (Reg. No. NITA/TRN/1836). We offer a wide range of professional short courses that are designed to continuously enhance personal productivity and the success of the Public and Private organizations, Non-Governmental Organizations (NGOs), Commerce and Industry in Kenya and beyond. The institute also organizes benchmarking study tours across various countries and continents.



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## Accounting Officers' Course (AOC) for Principals

### Background :

The Public Sector Management landscape in Kenya is evolving every other day. The new Constitution of Kenya (2010) has changed how public affairs are run, and especially how the public resources are managed and the exercise of authority thereof. Numerous legislations have been enacted to guide the use of authority and to guarantee the prudent utilization of public resources. Schools as public entities and their principals as the accounting officers are part of a broad system that is established in law and bound by the numerous legislations. Principals are public officers in accordance with the provisions of the Public Officers Ethics Act (2003). They are also Accounting Officers in line with the provisions of the Public Finance Management Act (2012), the Public Procurement and Asset Disposal Act (2015) and the Public Audit Act (2015).



Like all accounting officers of the national and county government entities their roles and powers are outlined in the Public Finance Management Act and are not exempt from any contraventions of the law. Unlike accounting officers in other entities, such as state corporations for instance, most schools have a critical shortfall in terms of professional staff like Certified Public Accountants and Licensed Supply Chain Officers. Such professionals play a critical role in advising the accounting officers and taking professional responsibility for negligence whenever such occur.

With this in mind every principal should, out of their own personal effort, strive to familiarize themselves with key legislations governing their operations and to implement them fully.

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### About the Webinar

ICA is a professional organization for administrators in the public and private sectors, commerce and industry. It is a membership-based institution that is self-regulating. It supports and nurtures the practice of administration through capacity building and networking activities such as training workshops and seminars, as well as local and international conferences.

This particular seminar is tailor made specifically for principals. The course aims at equipping principals with the requisite knowledge and skill to manage a public entity in lawful and effective manner. The course is expected to enhance the principals' capacity to steer their entities towards a zero-fault audit regime in accordance with the prevailing government policy.

The course is divided into three modules (ten sessions) where each module is based on a piece of legislation. It will be delivered virtually between 5.30pm to 7.30pm on the 2nd and 3rd week of every month. The units are structured to expose participants to the important aspects of the subject legislations, while emphasizing on the key process flows and best practices. The course will be delivered by professionals who have the necessary knowledge and practical experience in the field.

The course is meant for the continuous professional development and growth, and is not for any certification or accreditation purposes. Participation is voluntary.

### Course Registration and Duration

The evening virtual course takes a period of 10 days i.e. from Monday to Friday for two weeks as from 5.30 pm- 7.30pm. Every participant is advised to have Zoom and Webex application on their phone/ computer and to ensure that their internet is steady. It is also advisable to download the respective legislations under review from the internet (preferably from the Kenya Law review website), and to have them in

hard copies if possible. The legislations of interest are as indicated on the proposed timetable.

Registration for the course will be done by 25th day of every month at a cost of Ksh. 2,000. Each participant will be required to fill an online application form (or the one attached) and to submit it by 25th day of the month. Registration will be done upon the receipt of full fee payment payments, which can be done either through M-Pesa Pay Bill or by way of Bank deposit/transfer.

N/B: This course is also offered physically during school holidays at a cost of Ksh. 45,000. This is a full-time course and it will take five days (Monday- Friday) to complete from 9.00am to 5.00pm.

### Fees and Charges

The fees charged for this course is Ksh. 30,000 per participant, however, it will be on offer at 50% discount (Ksh. 15,000) for the period between June and September 2024. All payments shall include a 16% VAT. Our M-Pesa Pay Bill Number is 163746, A/C No. being your name.


### ICA Membership


Membership is open to all administrators who are currently in practice, and also to those aspiring to join the profession. ICA Membership offers opportunities for career growth and also for networking with professional administrators in other sectors.

For details on membership, categories, fees and application procedures please visit our website's membership page. For any clarifications or further assistance please contact our membership desk on 0728200541 or 0715200541. You can also reach us through [info@ica.ke](mailto:info@ica.ke)

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## PRINCIPALS VIRTUAL SEMINAR 2024

THE PROPOSED PROGRAM (5.30PM-7.30PM)

DAY	MODULE	TOPIC	FACILITATOR
Day 1 Mon	<i>Public Financial Management Act (2012)</i>	Understanding the Public Financial Management Act: Legal, Regulatory & Institutional Arrangements	<b>Facilitator</b>
Day 2 Tue	<i>Public Financial Management Act (2012)</i>	Legal Provisions on the Roles of Accounting Officers: Key Lessons for School Principals	<b>Facilitator</b>
Day 3 Wed	<i>Public Financial Management Act (2012)</i>	Financial Planning, Budgeting & Asset Management	<b>Facilitator</b>
Day 4 Thu	<i>Public Financial Management Act (2012)</i>	Effective Financial Management & Fraud Prevention Strategies	<b>Facilitator</b>
Day 5 Fri	<i>Public Financial Management Act (2012)</i>	Preparation of Financial Statements & Financial Reporting	<b>Facilitator</b>
Day 6 Mon	<i>Public Procurement &amp; Asset Disposal Act (2015)</i>	The Public Procurement and Asset Disposal Act: An Overview	<b>Facilitator</b>
Day 7 Tue	<i>Public Procurement &amp; Asset Disposal Act (2015)</i>	Essential Procurement Skills and Strategies for Schools	<b>Facilitator</b>
Day 8 Wed	<i>Public Procurement &amp; Asset Disposal Act (2015)</i>	Procurement Planning & Implementation	<b>Facilitator</b>
Day 9 Thu	<i>Public Audit Act (2012)</i>	The Public Audit Framework in Kenya: An Overview of the Public Audit Act	<b>Facilitator</b>
Day 10 Fri	<i>Public Audit Act (2012)</i>	Towards a Zero Fault Audit Regime: Lessons from Past OAG Audit Reports	<b>Facilitator</b>

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