

**ASSESSMENT OF TRAINING NEEDS OF HEAD TEACHERS IN  
FINANCIAL MANAGEMENT IN PUBLIC PRIMARY SCHOOLS IN  
NANDI SOUTH SUB COUNTY, NANDI COUNTY, KENYA**

**NGENO S. JOSEPH**

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## **ABSTRACT**

The rapid changes experienced in recent years in the light of social and technological developments have meant that the management of any institution, whether educational, social, requires ever-greater proficiency in management skills. The study was guided by the following objectives; to identify the competencies and skills of head teachers in financial management, to establish head teachers attitude towards the management of free primary education (FPE) funds, to find out perceived training needs that head teachers require and to find out the challenges experienced by head teachers in financial management. This study adopted Needs assessment theory. The study employed a descriptive survey research design. The study was conducted in public primary schools in Nandi South Sub County. The target population comprised of all the 112 head teachers and their deputies in all public primary school and 5 Ministry of Education officers of Nandi South Sub County. The sample size was 181 comprising of 88 head teachers, 88 deputy head teachers and 5 Ministry of Education Officers. The study employed simple random sampling technique and purposive sampling technique in selecting respondents. This study utilized questionnaires and interview schedule to gather information relevant to this study. Data was analyzed both quantitatively and qualitatively. Descriptive and inferential statistics was used to analyze data. Categorisation of themes and sub themes method was used to analyse qualitative data obtained from interviews. Data was presented in tables, pie charts graphs and narrations. The findings indicated that majority of the head teachers in Nandi South Sub County do not have the necessary skills in cost benefit analysis, cost control, purchasing and procurement, budgeting, unit costing and pricing and basic accounting skills. Similarly, the challenges facing head teachers include; budget preparation, procedure of getting funds and other financial assistance, utilization of budget, maintaining petty cash fund/monthly expenditure bills, reconciliation of the school and bank accounts, purchase and acquisition of store items/library books and drafting audit reports. It was recommended that there is need for training of head teachers on financial management which include budget preparation, reconciling of books of accounts, purchasing and supplies and basic accounting. The findings of the study will be significant to head teachers, ministry of education officers and future researchers.