

Internal & External Job Advertisement

Job Title: FOSA Accountant	Reporting to: FOSA Manager
Department: FOSA	Location: Nairobi
Grade: Band 4	Date: 12 March 2024

Kimisitu Sacco Ltd Overview

Kimisitu Cooperative Savings and Credit Society Ltd 'the Sacco' is one of the fastest growing National Tier-1 Deposit Taking SACCOs in the region. The Sacco was registered in 1985 and is regulated by SASRA (Sacco Societies Regulatory Authority of Kenya).

Kimisitu Sacco has an open membership majorly drawn from employees of Non-Governmental Organizations (NGO), Embassies, International Missions, Government Agencies, Corporates, Businesses, Chamas, and Investment groups in Kenya and diaspora. We are committed to championing the financial independence of all our members.

Kimisitu Sacco is seeking to recruit a dynamic, self-driven, and result-oriented individual to join our team in our fast paced, modern work environment, to fill in the above position:

Position Summary

You will be responsible for the management of all FOSA Operations - Cash, Credit and Channels in accordance with Sacco policies and regulations while meeting member needs and expectations

Main Responsibilities

- Verify all accounts opened, facilitate accounts to be closed and forward for authorization to FOSA Manager
- Issue and receive of cash and mobile money float to & from tellers
- Open and close of FOSA accounts.
- Approve/ verify FOSA loans and advances and forward the same to FOSA Manager
- Verify all FOSA payments
- Ensure proper and up to date reconciliation of all cash and bank transactions
- Daily verification of members cash deposits and withdrawals vouchers
- Establish owners of all direct credits in FOSA bank accounts and advise tellers accordingly
- Effective & efficient supervision of tellers
- Reverse erroneous Tellers transactions/ reversing of bounced cheques as approved and inform members accordingly.
- Liaise with FOSA key partners e.g. banks, suppliers
- Regular monitor and facilitate reconciliation of mobile banking operations
- Generate all FOSA reports and forward to FOSA Manager when due
- Forward bankers cheques issue to Bank via email
- Generate FOSA overdraft and communicate to the account holders

- Clear members and non-members cheques
- Reconcile ATM and PINS issued
- Post transactions to member's accounts as appropriately authorized by the FOSA Manager through vouchers or other instruments.
- Supervise all transactions and ensure sufficient cash flows
- Perform any other responsibility as assigned.

Knowledge: Qualifications & Experience

- A bachelor's degree in accounting or its equivalent
- Minimum four (4) years' proven relevant experience in a similar role working in a financial institution.
- CPA (K) and a registered member of ICPAK in good standing
- Proficient in MS Office, excel & power point
- Proficient in using ERP software.

Personal Attributes required for this role:

- A person of integrity
- Good communication and interpersonal skills.
- Excellent analytical and reporting skills
- Excellent problem solving and decision-making skills
- Attentive to details.

Key Relationships:

Direct Reports to this Role:

- None

Internal Contacts:

- All departments

External Contacts:

- Members

How to Apply

Interested candidates meeting the above requirements should apply online by filling in the data form on this link <https://forms.office.com/r/JGV9388VDK> . After filling the data form, proceed and send an application letter and a detailed Curriculum Vitae (CV) to jobs@kimisitusacco.or.ke. Clearly state the subject of the email as FOSA Accountant.

The data form must be filled in full. To be considered for this role your application must be received by C.O.B on **Thursday, 4th April 2024**. Only shortlisted candidates will be contacted.

Kimisitu SACCO never asks for money in return for advancement in any recruitment process. If you are ever asked for a fee, please report to Kimisitu SACCO on 0709 136000 or jobs@kimisitusacco.or.ke.

[Kimisitu Sacco is an equal opportunity employer.](#)

[Kimisitu Sacco is ISO 9001:2015 certified.](#)