

Internal & External Job Advertisement

Job Title: Senior Finance Officer – Financials	Reporting to: Finance Manager
Department: Finance	Location: Nairobi
Grade: Band 3	Date: 25 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 day-to-day accounts of Sacco and ensure the Sacco's compliance with accounting standards and practices. You will prepare monthly management accounts and ensure timely and up to date bank reconciliations.

Main Responsibilities

- Prepare accurate management reports including trial balance, statement of comprehensive income and financial statements monthly.
- Investigate variances, correct errors where necessary and provide explanations on differences from budget.
- Implement budgetary controls daily by monitoring all purchases and postings to the correct ledger.
- Liquidity management and investment planning.
- Assist in costing and pricing of the Society's investment ventures.
- Responsible for the daily review of payments accurately
- Review of Bank and Ledger Reconciliations for completeness and accuracy
- Provide team leadership to the finance officers through professional staff management.
- Facilitate internal and external audit and implement the audit recommendations timely.
- Prepare and analyze the different investment portfolios for effective Treasury Management.
- Keep abreast on changes in financial regulations and legislation.
- Ensure that the Society's assets and liabilities are recorded correctly and safeguarded.
- Keep and manage debtors and creditors records accurately
- Ensure that accounts and reconciliation are done daily and adherence to specific deadlines.
- Perform any other responsibility assigned from time to time.

Knowledge: Qualifications & Experience

- Bachelor's degree in accounting, finance, or its equivalent
- Must be a CPA (K) / ACCA holder
- Registered member of ICPAK in good standing
- Minimum 5 years proven relevant experience.
- Proven experience in budgeting and financial analysis
- Strong knowledge of taxation principles
- Knowledge and proven experience in International Financial Reporting Standards (IFRS)
- Proficient in using ERP software.

Personal Attributes required for this role:

- A person of integrity
- Proficiency in financial modeling and data analysis tools
- Good risk management skills.
- Excellent analytical and financial reporting skills.
- Excellent interpersonal, communication, and problem-solving skills.
- Detail-oriented and able to meet deadlines.

Key Relationships:

Direct Reports to this Role:

- Finance Officers – Accounts Receivables & Payables

Internal Contacts:

- All departments

External Contacts:

- Regulators
- Vendors
- Members
- Service providers

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/W3n5jyp1jT> . After filling the data form, proceed and send an application letter and a detailed Curriculum Vitae (CV) to jobs@kimitusacco.or.ke. Clearly state the subject of the email as Senior Finance Officer – Financials. 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 job@kimitusacco.or.ke.

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

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