

## Excellent Career Opportunity

### A. KIMISITU DT SACCO OVERVIEW

Kimisitu DT Sacco 'the SACCO' is one of the fastest-growing national and ISO 9001:2015 certified 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 DT SACCO has an open membership, majorly drawn from employees of Non-Governmental Organizations (NGO), Embassies, International Missions, Government Agencies, Corporations and businesses both locally and internationally. Our mission is *"We are committed to championing the financial independence of all our members. We offer ourselves as partners for life."*

Kimisitu DT SACCO is seeking to recruit a dynamic, self-driven, and result-oriented individual to join her team in her fast-paced, modern work environment, to fill the vacancy listed below:

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| Job Title: Finance Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Report to: Chief Executive Officer |
| Department: Finance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Location: Nairobi                  |
| Grade: Band 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Date: 18th August 2026             |
| <p>Job purpose:</p> <p>The Finance Manager will be responsible for sound financial management of the Society in line with the Strategic Business and Financial Plans and International Prudential Accounting Standards. The role holder is responsible for managing the Sacco's financial resources and promoting prudent and just stewardship of the Sacco's financial resources, by implementing strong systems and policies of internal control that will lead to the production and application of accurate financial data.</p>                                                                                                                                                                                                                                                                                                                                                                                                                     |                                    |
| <ul style="list-style-type: none"> <li>• <b>Duties &amp; Responsibilities:</b></li> <li>• Formulate and implement sound financial policies, procedures, strategies, and systems.</li> <li>• Administer and review the Society's Accounting Norms and Procedures.</li> <li>• Budget and conduct trend forecasting to guide the Society Board to achieve business objectives.</li> <li>• Advise the Chief Executive Officer on financial strategies and their impact on the Society's objectives.</li> <li>• Oversee and advise on prudent financial management and investment undertakings by adopting sound financial policies for optimum utilization and returns.</li> <li>• Manage the Society's financial resources and assets to support the effective implementation of the Society's objectives.</li> <li>• Formulate a strategic financial plan encompassing directing and control processes to enhance the overall business growth.</li> </ul> |                                    |

- Prepare and implement the finance department's annual work plan.
- A good team player and provide team leadership within the department through professional staff performance management.
- Ensure that there are effective and prudent financial controls and risk management procedures in place to provide sustainable assurance and improvement of the Sacco's assets and properly account for all Sacco Assets and liabilities and safeguarding the same.
- Coordinate external audit activities, oversee, and make sure that all accounting functions are thoroughly concluded to presentation for auditing, and respond to correspondents thereon.
- Ensure compliance with the relevant statutory, legal, social, and regulatory requirements in execution of Society business.
- Benchmark on market trends in the finance sector and giving periodic reports to the CEO.
- Ensure timely and up to date reconciliations.
- Compile the Society financial reports, manage and liaise with the relevant departments to ensure proper financial reports are done.
- Management of costs to achieve the Society business growth.
- Responsible for the smooth running of the Finance Department, review of staff performance, identify training needs, mentor, and coach staff.
- Perform financial analysis, report, and interpretation to assist in decision making.
- Participate in the recruitment of staff within the department.
- Ensure compliance with financial and accounting standards and regulations.
- Conduct appraisals on all projects to ensure positive returns on investments.
- Implement technological innovations for sound financial management practices.

#### Knowledge: Qualifications & Experience

- Bachelor's degree in commerce, accounting, Finance, or business administration
- Must be a CPA (K)/ACCA holder
- Registered with ICPAK
- Minimum of 8 years of relevant experience.
- Advanced Excel and Microsoft Navision are an added advantage
- Computer proficiency in ERP, IFRS.

### **How to Apply;**

Interested candidates meeting the above requirements should apply online by filling in the data form on this link: [FINANCE MANAGER-1 POST – Fill in form](#)

The data form must be completed in full. Incomplete forms will be disqualified. In addition, the applicants should send an application letter with a detailed CV to [jobs@kimitusacco.or.ke](mailto:jobs@kimitusacco.or.ke) by COB Monday, 31<sup>st</sup> August 2026, bearing the subjectline “Finance Manager.” **People with disabilities are encouraged to apply.**

**Only shortlisted candidates will be contacted.**

*Kimisitu DT Sacco Ltd never asks for money in return for advancement in any recruitment process. If you are ever asked for a fee, please report to Kimisitu DT SACCO on 0709 13600 or send an email to [jobs@kimitusacco.or.ke](mailto:jobs@kimitusacco.or.ke).*

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