

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*", underpinned by prudent resource mobilization and exceptional customer care.

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:

Job Title: Senior Finance Officer – Financials	Reporting to: Finance Manager
Department: Finance	Location: Nairobi
Grade: Band 3	Date: 29 January 2026

Job purpose:

The Senior Finance Officer – Financials will be responsible for the day-to-day accounts of the 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.

Key Duties & 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.

How to Apply

Interested candidates meeting the above requirements should apply online by filling in the data form on this link [SENIOR FINANCE OFFICER-FINANCIALS-1 – Fill out form](#)

The data form must be fully filled. Incomplete forms will be disqualified. In addition, the applicants should send an application letter with a detailed CV to **jobs@kimisitusacco.or.ke** by COB **Wednesday, 11th February 2026**, clearly stating the email subject as "**Senior Finance Officer-Financials**". 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 SACCO on 0709 13600 or jobs@kimisitusacco.or.ke.

Kimisitu DT Sacco Ltd is an equal opportunity employer