



VACANCY ADVERTISEMENT

Society Vision: To redefine financial wellness

Stima DT Savings and Credit Cooperative Society Limited (Stima DT Sacco) is a leading countrywide, fast growing and licensed DTS (Deposit Taking Sacco). In order to achieve the planned growth, the Sacco is looking for qualified and competent persons to fill the following vacancy:

ACCOUNTS ASSISTANT – 2 POSITIONS

The main objectives of the position

- To ensure that control accounts and cash books are reconciled, duly balancing and outstanding items fully accounted for in their rightful ledger accounts
- To ensure that all ledger accounts are always correct, complete and up-to-date
- Suppliers invoices, taxes, utility bills etc are fully authenticated, accounted for and settled in time

Key Tasks

The person shall be answerable to the Financial Accountant and shall:

- (i) Manage the day-to-day payments of various nature including but not limited to branch reimbursements, utility bills, normal suppliers, member related payments etc
- (ii) Pay dividends, interest rebates and honoraria as and when declared in accordance with the Law and or/ Society Policy.
- (iii) Ensure all Society bank accounts are in agreement with bank statements, that bank charges are authenticated, correct and in time.
- (iv) May be required to prepare monthly payroll and ensure all statutory and other relevant deductions are correctly done and returns made to the relevant authorities by their due dates and /or in accordance with the Society policy
- (v) Produce a monthly aged account payables report of all Society outstanding payments obligations.
- (vi) Ensure due reconciliation of creditors' subsidiary accounts versus the control account.
- (vii) Ensure operation of an efficient and effective filing system that ensures safety of documents and quick retrieval thereof in compliance with the law and or the Society policy
- (viii) Monitor the performance of the society by understanding in detail the variances between the actual vis-à-vis the budgeted level of Society activities.
- (ix) Advise the Financial Accountant on matters of importance that affect the Finance Department and / or the whole Society.
- (x) Supervise and obtain relevant reports from the officers under him/her; and undertake their performance appraisal as and when required.
- (xi) Any other duties as may be assigned to you from time to time.

The minimum qualifications are:

1. Bachelors Degree in business related field



2. Minimum CPA Part III
3. Minimum of two years of relevant experience
4. Experience in a busy accounting office especially in reconciliation will be an added advantage

Qualified applicants should apply on or before 5:00pm on Monday, 4th April 2022 using the link provided in the Society's website.