



...towards a prosperous future together

EXTERNAL 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

Job Summary

Reporting to the Branch Operations Officer, the job holder will be responsible for among others preparing and coordinating all duly approved payments and ensuring effective delivery of the payments processes from payments requests all through the payment documents being fully signed.

Key Tasks and Responsibilities

1. Ensuring accurate maintenance of nominal and ledger accounts in respect of revenue, creditors, and debtors, at the branch level.
2. Verifying and examining vouchers in accordance with the laid down Society rules and regulations.
3. Processing Branch accounting statistics and transactions.
4. Carrying out bank reconciliations.
5. Verifying accounting reports.
6. Maintaining an efficient filing system, and keeping invoices, receipts, and other accounts records.
7. Verifying, examining and preparing payment vouchers as per Society procedures.
8. Enters and maintains data and accounting for funds and expenditure returns as and when required.
9. Maintaining efficient filling systems and safekeeping of invoices, receipts and other accounts records.
10. Entering and maintaining accounting data.
11. Accounting for funds and expenditure.
12. Maintaining payment records.
13. Answering Branch Audit Queries and compiling responses to Branch Audit Reports.
14. Reconciling payments posted in the bank and in the cashbook.
15. Checking cashbook and adjusting when necessary.
16. Carrying out cash requisitions from head office treasury.

17. Carrying out Check offs and salary posting.
18. Placing and approving journals.
19. Performing any other roles assigned from time to time.

Academic Qualifications

1. Degree in Commerce Accounting/Business administration
2. Professional qualification in accounting such as Certified Public Accountant or Association of Certified Chartered Accountants.

Experience

A minimum of three (3) years' experience in Finance and/or Accounting, especially in reconciliation, will be an added advantage.

Knowledge, Skills, and Attributes

1. Excellent communication, analytical, planning, and organizational
2. Attention to detail.
3. Ability to communicate within and outside the organization.
4. Ability to prepare reports.
5. Must have knowledge of the use of Microsoft office packages.
6. Strong accounting, negotiation, and influencing skills.
7. Ability to work and communicate effectively with all levels of operations and senior management.
8. Statutory understanding (companies act and Tax).

Qualified applicants should apply on or before 5:00pm on Friday, 27th September 2024 using the link provided on the Society's website.

Only Shortlisted Candidates will be contacted.