3.1 ACCOUNTANT JOB DESCRIPTION

1.0 Job Heading

Job Title	Accountant
Department	Finance
Location	Head Office
Employment Category	Full Time Contract
Reporting Line	Reports to the CEO
Position Reportees	Account Assistants

2.0 Job Summary

The position will be responsible for the day to day coordination of the Sacco's Finance and Accounting operations. The position will also manage staff within the Sacco's accounts function.

3.0 Duties and responsibility

The holder of this position is required to execute all the duties and responsibilities detailed under the following headings;

1. **Financial Reports**
   - i. Bank reconciliation through booking and posting of daily/weekly transactions into the Loan Tracking system (LPF).
   - ii. Monthly reconciliation of all general ledgers and preparation of Bank reconciliations statements.
   - iii. Preparing cheques for payments and for loans disbursement once approved and updating the cheque register.
   - iv. Preparation of various accurate and timely management accounts and financial statements in accordance with IFRS and IAS on monthly, quarterly, half yearly, annually or as per the demands of the board.
   - v. Receiving reports from the branches and verification of the same.
   - vi. Coordinating information between the head office and the branches.

2. **Inventories and Record Keeping**
   - i. Managing the Sacco inventories, maintaining the store ledger books and maintaining an up to date fixed assets register.
   - ii. Handle filing of all documents coming through the accounts office in a timely and accurate manner.
   - iii. Ensuring safekeeping of all the financial records and documents by keeping them in a lockable room and maintaining a file sign out record.
3. **Payroll Management**
   - i. Payroll preparations.
   - ii. Handling remittance of statutory returns and payments within the set timelines i.e. PAYE, NSSF, NHIF, Provident fund etc.
   - iii. Bills
   - iv. Preparation of payment vouchers. To receive and process all invoices, expense forms and requests for payment.

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v. Making timely payments of bills, dealing with daily transactions for the petty cash and ensure that reconciliations are completed on a monthly basis both in the head office and branches

vi. Ensuring that rent, rates, levies and debts due from and to the Society are paid by the due date.

vii. Liaising with the field officers to ensure timely repayment from debtors and timely payment to creditors.

4. Budgeting

i. Preparation of preliminary budget of the following year.

ii. Preparation and proposal of budgets to the general manager

iii. Adhere to the approved budget of the Sacco Society

iv. Adhere to the procurement plans approved by the board

5. Auditing

i. Liaison with both internal and external auditors on audit controls and act onmanagement letters and closure of all audit queries

ii. Assist in ensuring the Sacco's operations are done in the most economical way tomaximize investors' returns.

iii. Any other duties assigned by the Finance Manager or General Manager from time totime.

4.0 Minimum Qualification and Requirements

The holder of this position is required to possess the following job requirements:

KEY COMPONENT		THE CANDIDATE SHOULD HAVE THE FOLLOWING
1	**Educational Qualification**	▪ **Bachelor's degree in accounting/Finance options or its equivalent.** ▪ **CPA (K).**
2	**Experience**	▪ **Four (4) years' experience in accounting** ▪ **Two (2) years' experience working in a Sacco or Bank**
3	**Skills**	▪ **Excellent Communication and interpersonal skills.** ▪ **Good at analytical skills;** ▪ **Planning and Organizing – Sets clear and achievable goalsconsistent with agreed priorities for self and others.** ▪ **Professionalism – Masters subject matter related toresponsibilities.** ▪ **Teamwork – Actively contributes to an effective, collegial, andagreeable team environment.**



4	**Knowledge**	▪ **Excellent accounting software user and administration knowledge** ▪ **Computer skills and knowledge of MS office packages**
5	**Personality traits and characteristics**	▪ **A person of high integrity** ▪ **Detail oriented**
6	**Emotional Characteristics**	▪ **Ability to work under minimal supervision** ▪ **Ability to work under pressure.** ▪ **Emotional intelligence to administer corporate performance.** ▪ **Able to work effectively in a multi-cultural environment.** ▪ **Should be able to meet tight deadlines.**

5.0 How to Apply

Interested candidates meeting the above requirements should send their applications and detailed CV and certificates on or before 21st November 2024 through the sacco website or by email to **hr@countyacco.com** or send sealed copies to:

THE HUMAN RESOURCE
COUNTY SACCO SOCIETY LTD
P.O BOX 21-60103
RUNYENJES-EMBU

NB: *Any form of canvassing will lead to automatic disqualification.*

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