



St. Francis Catholic Church Ruiru Self Help Group is a registered agent under the Archdiocese of Nairobi Social Promotion Registered Trustees, with the mandate of enhancing economic empowerment of communities within Ruiru and beyond through efficient services by continuous saving mobilization, safeguarding the group's resources, educating members, investing prudently and prompt provision of credit.

We are located at St. Francis of Assisi Catholic Church Ruiru compound.

We are pleased to advertise the position of **ACCOUNTANT**.

### **Job Summary**

The holder's main responsibilities will be to support the Senior Accountant to prepare timely production of management and final accounts. The holder should be able to apply relevant accounting standards, principals and regulations to achieve these objectives. The role is crucial in safeguarding SHG's assets, ensuring compliance with regulatory requirements, and promoting efficiency and accountability in operations.

### **Duties and Responsibilities**

1. Assist Senior Accountant in preparing financial statement.
2. Ensuring proper documenting financial transactions and accurate postings.
3. Payment of all approved expenditures of the organization.
4. General ledger and bank reconciliation, ensuring correctness and accuracy of the trial balance.
5. Liaise with various banks for relationship building.
6. Filing and payment of statutory returns.
7. Facilitating auditing process by providing relevant data and documentation.
8. Ensuring proper and effective controls are in place to detect error and fraud.
9. Guiding assistant accountants and accounting clerical staff and training them.
10. Answering customer queries regarding the group operation and status of their accounts.
11. Support customer care, credit and marketing function by ensuring accuracy of members' financial information. Also support member capacity building.
12. Ensuring all statutory deductions are paid on time.
13. Make recommendations on the I.T infrastructure improvement.
14. Any other responsibility as may be assigned by the management.

### **Skills and Qualifications**

1. CPA (K)
2. A degree in relevant field
3. At least 4 years relevant working experience as an accountant preferably in sacco sector.
4. Conversant with and ERP accounting systems
5. Interpersonal skills
6. Excellent communication and report-writing skills.
7. High integrity and ethical character.
8. Administrative skills

Interested candidates should submit their applications letter, CV, Certificates, ID copy, and relevant testimonials to [ruiruccmdf@ruirucatholicfund.org](mailto:ruiruccmdf@ruirucatholicfund.org) and copied to [hr@caritasnairobishop.org](mailto:hr@caritasnairobishop.org) on or before **25th April 2025.**