



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 **SENIOR ACCOUNTANT**.

### **Job Summary:**

The holder's main responsibilities will be to cause timely production of management and final accounts through coordinating teams within and outside finance department. 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.

### **Key Responsibilities:**

1. Timely preparation of accurate monthly management accounts and final accounts.
2. Undertake various analysis of organizational data with aim of aiding decision making.
3. Lead in budgeting process and monitoring its implementation.
4. Budgeting implementation and control.
5. Guide in strategy formulation and implementation.
6. Implement the control procedures that ensure proper safeguard of organizational resources. Ensure the risk associated with finance operations as well as other functions are well mitigated.
7. Payroll processing and management.
8. Facilitate both internal audit, external audit and compliance checks done by regulators.
9. Investment planning and execution.

10. Offer appropriate leadership in finance department, and also cross department. Ensure the staff under you are well motivated, trained and guided to achieve organizational objectives.
11. Any other duties that may be assigned by the management.

**Qualifications and Skills:**

- a) Certified Public Accountant Kenya (CPAK). A member of ICPAK
- b) Bachelor's degree in Accounting, Finance, or a related field.
- c) Knowledge of International Financial Reporting Standards (IFRS) and their application.
- d) Proven experience in accounting in a busy environment in financial Sector, preferably within the SACCO.
- e) Ability to analyse data that aid decision making. High competence in ms excel application.
- f) Leadership skills and a team player, independent and self-motivating.
- g) Strong analytical and problem-solving skills with a keen eye for detail.
- h) Excellent communication and report-writing skills.
- i) Strong ethical and professional conduct with a commitment to integrity

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.**