

Senior Accounts Assistant

Gross salary: Consolidated (KDIC Scale 8)

Leave allowance: As per KDIC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the KDIC Medical Scheme

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities will entail:

- i. Verifying of payments and journal vouchers;
- ii. Writing cheques /Setting payments in bank system and following up for approval by signatories;
- iii. Posting payments and receipt vouchers in the cash books to update general ledgers;
- iv. Tagging, physical confirmation of Fixed Assets and update of the fix asset register;
- v. Maintenance and accounting for the petty cash imprest;
- vi. Tracking payments vouchers and ensure accuracy of payee accounts;
- vii. Preparing of periodic performance and management reports;
- viii. Participate in preparing timely and accurate Quarterly and Annual Report and Financial Statements;
- ix. Preparing of audit schedules to internal and external Auditors;
- x. Preparing timely and accurate monthly bank reconciliation reports;
- xi. Adhering to laid down accounting controls procedures and processes;
- xii. Updating and filing tax returns and other statutory financial obligations;
- xiii. Collating financial information;
- xiv. Updating and maintaining short term placement register;
- xv. Ensuring receipting and banking of all monies received and acknowledging to the loanees;
- xvi. Ensuring proper management of Dishonored cheques;
- xvii. Ensuring proper Management of online payments and Debit & Credit cards;
- xviii. Preparing and implementing of annual Divisional work plans and budgets;
- xix. Ensuring posting of receipts in the cash books;
- xx. Drafting of correspondences to stakeholders;

- xxi. Ensuring response to client queries as per service charter;
- xxii. Maintenance of accounts payables & receivables' ledgers;
- xxiii. Gathering and analyzing information that facilitates short term placements.

b) Requirements for Appointment;

- i. At least three (3) years in relevant work experience;
- ii. CPA Part 2/ACCA II or Diploma in any of the following disciplines: Finance, Accounts, Economics, Business Administration or equivalent qualification from a recognized institution;
- iii. Proficiency in Computer Application; and
- iv. Fulfilled the requirements of Chapter 6 of the Constitution of Kenya 2010.