

**Company Overview:**

We are a reputable financial institution dedicated to promoting financial inclusion and empowering our members. With a commitment to excellence and integrity, we strive to provide exceptional financial services while fostering sustainable growth within our community.

Position: Accountant

Location: Nairobi, Kenya

Job Type: Full-time

**Job Description:**

As an Accountant, you will play a crucial role in managing the financial affairs of our organization. You will be responsible for analyzing financial data, preparing reports, maintaining ledgers and accounts, preparing budgets, and providing financial advice. The ideal candidate must be detail-oriented, possess excellent math skills, and have a thorough understanding of financial laws and regulations.

**Key Responsibilities:**

- Prepare monthly profit and loss, and management reports.
- Manage tax reporting and inventory processing.
- Collect and analyze data for weekly and monthly estimates.
- Advise on estimates for project funding.
- Create Key Performance Indicator (KPI) reports.
- Prepare annual budgets and weekly cash flow statements.
- Assist with the preparation of year-end and Financial accounts.
- Respond to financial inquiries and interpret data.
- Conduct internal audits and examine financial records for accuracy.
- Manage and train staff when necessary.
- Ensure all Sacco accounts are reconciled and resolve any issues with stakeholders.
- Maintain accurate and updated financial transactions.
- Ensure timely compliance with statutory returns and payments.
- Safeguard all Sacco assets and records against loss.
- Execute planning and preparation of the annual budget.
- Ensure tax compliance and assist with other finance department roles.

**Qualifications and Experience:**

- Certified Public Accountant (CPA-K) qualification.
- Bachelor's Degree in Finance or Accounting.
- Minimum of 5 years' experience in finance functions, with at least 3 years in the Co-operative Movement.

- Proficiency in MS Office, including Excel.
- Strong data management and analytical skills.
- Excellent attention to detail, time management, and organizational skills.
- Experience with Microsoft Dynamics software is advantageous.
- Conversant with the Co-operative Act, SACCO Act, SASRA requirements, and IFRS.

**Competencies:**

- Leadership
- Planning and organizing
- Quality orientation
- Cross-functional awareness
- Specialist knowledge and skills
- Problem-solving and analysis
- Oral communication skills
- Commercial awareness
- Strategic insight
- Interpersonal sensitivity
- Action orientation
- Flexibility
- Resilience
- Results-focused

**Knowledge and Expertise:**

The ideal candidate should possess a high level of knowledge and expertise in accounting principles, practices, procedures, regulations, and laws. They must be capable of analyzing financial data, preparing documents, maintaining ledgers and accounts, creating budgets, and providing financial advice. Additionally, candidates must demonstrate excellent math skills, attention to detail, and strong problem-solving abilities.

If you are a dedicated and experienced Accountant seeking a challenging opportunity in a dynamic environment, we encourage you to apply.

**How to Apply:**

Please submit your resume and cover letter outlining your relevant experience and qualifications to [Info@blueeaglesacco.co.ke](mailto:Info@blueeaglesacco.co.ke)

Application Deadline: 30/4/2024

We appreciate your interest in joining our team. Only shortlisted candidates will be contacted for an interview.