



EGERTON UNIVERSITY SACCO SOCIETY LIMITED
P.O. BOX 178 - 20115
EGERTON.

JOB ADVERTISEMENT

Egerton University Sacco Society Ltd is a Deposit Taking Sacco regulated by the Sacco Societies Regulatory Authority (SASRA) in Kenya. The Sacco is one of the largest in Nakuru County with membership drawn from various universities including Egerton, Kisii, Laikipia, Kabarak and Kabianga. The Sacco also draws membership from the Civil Service, County Governments, Schools, business community, Self-help groups, Welfare and youth groups.

The Sacco Board of directors intends to recruit suitably qualified and experienced candidates to fill in the following vacant positions;

S/NO	POSITION	GRADE	NO OF POSTS
1	Finance Manager	10	1(One)
2	Senior Accountant	8	1(One)

HOW TO APPLY: Interested candidates can visit Sacco website
<https://www.new.egertonsacco.coop/careers/>

The closing date is Friday, 13th September, 2024 at 5.00p.m.

CPA Charity Sambu,
CHIEF EXECUTIVE OFFICER
2nd September 2024

JOB ADVERTISEMENTS

POSITION

FINANCE MANAGER - GRADE 10

REPORTING TO

CEO

POSITION SUMMARY

To provide the overall leadership and management in accounting, finance and investments of the Sacco. The officer will be responsible for managing the Sacco's financial resources and promote prudent and just stewardship of the Sacco. He/she will be expected to implement strong systems and policies of internal control that will lead to production of accurate and complete financial information.

ROLES & KEY RESPONSIBILITIES

The primary roles and responsibilities of the Finance Manager shall include but not limited to: -

- 1) Deputizing the Chief Executive Officer in relation to issues of Sacco operations and strategies as delegated from time to time.
- 2) Managing the finances of the Sacco in a prudent manner
- 3) Formulating strategic financial plans to enhance the overall profitability and business growth.
- 4) Providing team leadership by developing performance contracts, monitoring and reporting staff performance on quarterly basis as per the Sacco Human Resource policy.
- 5) Providing a sustainable assurance and improvement of the organization's reporting requirements and properly accounting for all Sacco assets and liabilities.
- 6) Preparation of timely, consistent and accurate financial statements and management reports in accordance with the Sacco's policies and procedures, accounting standards and statutory reporting.

- 7) Ensure compliance with the relevant statutory, legal, social and regulatory requirements in execution of Society business.
- 8) Ensure timely and up to date periodical reports including statutory, SASRA and reconciliation of all ledgers.
- 9) Prepare Sacco annual budget, monitor and control expenses.
- 10) Prepare and implement departmental staff annual work plans, performance contracts, monitor and report on quarterly basis the attainment of the plans.
- 11) Ensure relevant and prompt preparation of periodical reports and submission to the CEO.
- 12) Keep abreast of the changes and their impacts on the SACCO.
- 13) Perform any other duties as may be assigned by the Chief Executive Officer from time to time.

QUALIFICATIONS

- Master's degree in Accounting, Finance or Business related areas.
- Bachelor's degree in Business related area with specialization in Accounting, Finance, or Economics from recognized university.
- Must be a CPA (K)/ACCA holder and be registered with ICPAK
- Minimum of 8 (eight) years relevant experience at managerial level and four as a senior accountant in a financial institution preferably DT Sacco.
- Good in analytical, communication, organizational and interpersonal skills
- High degree of integrity.
- Track record of good management and development skills
- Knowledge of computerized accounting systems
- Exemplary work performance.
- Familiar with business strategies and operations of financial institutions

POSITION

SENIOR ACCOUNTANT

REPORTING TO

FINANCE MANAGER

POSITION SUMMARY

The officer shall be responsible for maintaining Sacco general ledgers and preparing appropriate timely financial reports within the required deadlines. The officer will plan, schedule and coordinate the work in the Section and ensure the objectives are being met to support departmental goals.

ROLES & KEY RESPONSIBILITIES

The primary roles and responsibilities of the Senior Accountant shall include but not limited to:

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- 1) Verifying and reconciling the general ledger and submitting monthly reports.
- 2) Receiving and verifying reconciled Payroll Deductions, Direct Debit, pay-bill and Standing orders and confirming with ledger balances.
- 3) Preparing monthly, quarterly and annual financial reports and submitting to the Finance Manager.
- 4) Managing loan guard insurance, processing deceased members' claims and payments, and submitting monthly report to relevant authority.
- 5) Maintaining the non-current assets register and schedule.
- 6) Verifying the Sacco employees' monthly salaries and ensuring that relevant deductions have been done correctly.
- 7) Ensuring that statutory deductions are paid to respective organizations within the required time.
- 8) Encashment and banking activities
- 9) Ensure reconciliation are done on a regular basis.
- 10) Develop Sectional annual work plan and performance contracts, monitor and report on quarterly the achievements of the Section.
- 11) Appraise the Sectional staff performance and make appropriate recommendations.
- 12) Ensure relevant and prompt preparation of periodical reports and submission to the Finance Manager.
- 13) Keep abreast of the changes and their impacts on the SACCO.
- 14) Perform any other duties as may be assigned by the Finance Manager

QUALIFICATIONS

- Bachelor's degree in Business related area with specialization in Accounting, Finance, or Economics from recognized university.
- Must be a CPA (K)/ACCA holder and be registered with ICPAK
- Minimum of 4 (four) years relevant experience as an accountant in a financial institution preferably Sacco.
- Good in analytical, communication, organizational and interpersonal skills
- High degree of integrity.
- Track record of good management and development skills
- Able to meet deadlines in preparation of financial statements

HOW TO APPLY

Interested candidates are asked to forward a soft copy application letter enclosing detailed Curriculum Vitae accompanied by copies of academic, professional and constitutional clearance certificates, National ID, testimonials, names and contact of two referees including your current or former supervisor. In your application letter indicate the current and expected salary. Include day and evening telephone numbers in your application.

E-MAIL your application to: hr-recruitment@egertonsacco.coop to reach us on or before Friday, 13th September, 2024 at 5.00 pm.

Kindly note that only shortlisted candidates will be contacted.