



**ENERGY CO OPERATIVE SAVINGS
& CREDIT SOCIETY LIMITED**

NYAYO HOUSE,
P.O. BOX 10585-00100
NAIROBI, KENYA
Tel: 2216970 or 310112 Ext 211
Cell: 0725-321 518
Email: energysacco@gmail.com
www.energysacco.com

DATED: 28th January, 2021

Notice of Vacancy

Vacancy No 01/01/2021 ACCOUNTANT.

One (1) Post

(a) Requirements for Appointment

For appointment to this grade, an officer must have

- i. Served for at least four (4) years in the grade of an accountant in busy cooperative organization ;
- ii. Minimum of CPA 2
- iii. Demonstrate good knowledge of cooperative society's rules and regulations.
- iv. Excellent IT skills preferably in Sacco software
- v. Self-driven and can work under pressure
- vi. Interpersonal skills
- vii. Excellent communication skills
- viii. High level of integrity
- ix. Action oriented

(b) Duties and responsibilities.

- i. Reports to the manager;
- ii. Make entries to the books of accounts of the society
- iii. Prepare bank reconciliation statements for all Sacco accounts
- iv. Reconciling all general ledger accounts in the Sacco accounting system
- v. Initiates processing of payments in the accounting system.
- vi. Prepare monthly expenditures analysis & budget reports
- vii. Assist in implementation of internal controls
- viii. Provide feedback to enhance business process & initiate process improvement to achieve operational excellence
- ix. Cash management
- x. Prepare audit file and other necessary schedules as required.

Terms of service:	One year renewable contract (Probation 6 Months)
Salary:	kshs.39, 000/=
House Allowance:	kshs 23,000/=
Commuter allowance:	kshs 13,200/=

All application to be addressed as follows and should be received within Seven (7) days by closure of business on 5th February, 2021.

The Secretary,

Kawi Complex block A 1st floor

Energy Sacco ltd

P.o.box 10585-00100

Nairobi.

Email: energysacco@gmail.com


Eric Adika

The Honorable Secretary.

