



## **Kenya Medical Association Regulated Non-WDT- Sacco Society Ltd.**

**(A partner with a remedy for financial security)**

The Kenya Medical Association Regulated Non-WDT SACCO Ltd [KMA SACCO] is a medium sized and rapidly growing financial institution for doctors in Kenya. Our mission is to proactively mobilize savings and provide innovative products, services and solutions to encourage and facilitate investment in the healthcare sector. To keep pace with our recent growth, the Sacco is looking for a suitable candidate to fill the following position.

### **ACCOUNTANT - SALARY RANGE KSH 83,721.00 X 3,686.00 – KSH 129,879.00**

#### **1. JOB PURPOSE**

Reporting to Finance Manager, the Accountant is responsible for providing technical accounting, analytical and financial reporting support to the management and business Units by preparing financial statements with a view to ensuring that financial reports produced are accurate, timely and in compliance with current international accounting standards and consistent with prevailing industry best practice.

#### **2. CRITICAL ACCOUNTABILITIES:**

- i. Ensuring compliance with existing accounting policies formulated by Board of Directors and in line with the International Accounting Standards
- ii. Ensuring timely and accurate recording of all transactions
- iii. Preparation of payments to members and other Creditors.
- iv. Preparing daily, weekly, monthly and final accounts and reports
- v. Preparing and maintaining Members Personal Accounts.
- vi. Reconciling all check offs and other remittances with ledgers and member Accounts.
- vii. Assisting the Senior Accountant to implement checks and controls
- viii. Performing Bank Reconciliations and other Account Reconciliation.
- ix. Any other legal duties as they arise and assigned by the Group Finance Manager.

#### **3. PROFESSIONAL EDUCATIONAL QUALIFICATIONS:**

- A minimum of mean grade of C+ and above in KCSE or Equivalent qualification at O-levels.
- A University degree in Commerce(Accounting) or Finance Option OR any other related Business degree.
- CPA III (K) or its equivalent and member of ICPAK
- At least three years of experience in a busy accounting office preferably a financial institution.
- Proficiency in computerized Accounting systems preferable **Microsoft Navision**.
- Excellent communication and analytical skills with track record of ability to meet strict reporting deadlines
- Ability to work independently and as part of a team.
- Compliance with Chapter 6 of the Constitution of Kenya.

Qualified candidates should apply in confidence to the e-mail address below quoting current and expected salary by **21<sup>st</sup> July 2021**  
KMA Sacco ltd is an equal opportunity employer.

**The Group Chief Executive Officer,**  
**Kenya Medical Association Regulated Non WDT Sacco ltd,**  
**P.O.BOX 413 -00202**  
**E-mail: [info@eaglehr.co.ke](mailto:info@eaglehr.co.ke)**