



REGENCY SACCO LIMITED  
**SACCO ACCOUNTS ASSISTANT VACANCY**

The Accountant shall be responsible for overseeing finance and accounting function in the Society:

1. Preparation of Society final accounts, Trial Balance, Balance sheets etc;
2. Preparation and presentation of annual revenue and capital budgets;
3. Preparation of Economic reports;
4. Analysing market and competitors trends;
5. Developing financial management mechanisms; Conducting reviews/evaluations for cost reductions on various vote heads;
6. Managing Sacco's financial accounting and monitoring systems;
7. To liaise with External Auditors on audit Controls and act on management letters;
8. Producing accurate financial reports;
9. Give a cost benefit analysis on external borrowing for Board of Directors approval;
10. Keeping abreast of changes in financial regulations and legislation;
11. Ensuring the Society assets and liabilities are recorded correctly and safeguarded;
12. Ensuring the necessary cash reserve is maintained as required by law;
13. Keeping and managing debtors and creditors records;
14. Implementation and review of the Society's financial accounting policies and procedures;
15. Giving guidance in all financial and accounting matters;
16. Ensuring adequate budgetary controls are in place;
17. Advising and overseeing prudent financial management and investment;
18. Submitting implementation work plans and ensure proper reporting systems are in place;
19. Ensuring that accounts and reconciliation are done on a monthly basis and adherence to specific deadlines;
20. Any other lawful duties that may be assigned from time to time.

**QUALIFICATIONS:**

Appointment to the position will be made from persons who:

1. Are holders of a Business related diploma or its equivalent from a recognised university/college and CPA or ACCA and have satisfactorily served as an Accountant with similar responsibilities in a Sacco or in like organizations for a minimum period of 3 years.
2. Certificate/Diploma in Co-operative Management will be an added advantage.
3. Have demonstrated high financial management capability and Investment.
4. Have good knowledge of Information Technology.

**ATTRIBUTES / SKILLS**

1. High financial management capability.
2. Judgment and decision-making ability
3. Strong analytical, financial reporting, and presentation skills with the ability to present complex issues clearly and concisely
4. Accuracy and attention to detail

5. High leadership and administrative capacity
6. Ability to plan and execute tasks with minimal supervision
7. Excellent communication and interpersonal skills.
8. Good IT skills with some little experience in any Sacco ERP System and Proficient in Microsoft office suite

**How to apply**

Send your cover letter and CV clearly stating your expected salary to by Thursday 21<sup>st</sup> September, 2017. **chairman@regencysacco.org**