



## INSTITUTION OF ENGINEERS OF KENYA (IEK)

### EXCITING JOB OPPORTUNITY

The Institution of Engineers of Kenya (IEK) is the learned society of the engineering profession and co-operates with national and other international institutions in developing and applying engineering to the benefit of humanity. (See our website <http://www.iekenya.org>). The institution was first established as the East Africa Association of Engineers on 19<sup>th</sup> January, 1945 in the Boardroom of the Chamber of Commerce, Portal Street, Nairobi. It served the East African countries until November 1972 when at a meeting in Nairobi, it was agreed functions of the division serving Kenya be transferred to a new body, the Institution of Kenya as it is today.

<b>Job title</b>	<b>Accountant - Mhandisi Sacco</b>
<b>Reporting to</b>	Finance and Administration Manager
<b>Location</b>	Nairobi, Kenya
<b>Post</b>	Full-time - 3 years contract renewable
<b>Other</b>	As defined in our standard contract terms

### Job Purpose

The accountant - Mhandisi Sacco will be responsible for the day-to-day coordination of the Sacco's Finance and Accounting operations. The position holder will also assist the Finance department in ensuring the strategic component as the Sacco thrives are they seeks to go to the next level.

### Key Responsibilities

- Maintain and update the Members accounts
- Issue receipts for cash or cheques received.
- Preparation of Mhandisi Sacco monthly management accounts and ensure timely and up to date bank and Mpesa reconciliations.
- Ensuring the Mhandisi Sacco assets and liabilities are recorded correctly and safeguarded.
- Sending statements to Sacco members on a monthly basis.
- Ensure Mhandisi Sacco loans are correctly appraised, disbursed, registered and posted in the system and are being repaid.

- To provide support to Mhandisi Sacco Board of Directors by organizing all Board and Sub Committee meetings, Annual and Special General Meetings, and Supervisory meetings as and when required.
- Implement excellent customer support services, which include daily handling of all members' inquiries.
- Data Entry-assistant in recording financial transactions on the system.
- Ensuring the Sacco's assets and liabilities are recorded accurately and safeguarded

### **Qualifications and Education Requirements**

- A Bachelor's degree in accounting, finance or a related field.
- Certified Public Accountant (CPA) Part II, ACCA or any relevant certification.
- Minimum two years of Sacco experience.

### **Preferred Skills**

- Understanding of Sacco's Accounting Principles & Standards.
- Working knowledge of Excel and other Microsoft Office Suite productivity tools.
- Proficient in the use of accounting software or any other relevant tools for financial analysis and reporting.
- Strongly detail-oriented with a heavy focus on maintaining accuracy and integrity of accounts.
- Ability to multitask across different types of accounting-related projects.
- Cross-cultural interpersonal skills.

All applications must include a cover letter and a resume which has at least three referees. Send your applications via the link <https://forms.gle/i2rE2V2oNi8KnsKq5> Friday, 10th May, 2024. Candidates who had previously made application are encouraged to reapply. Due to the expected volume of applications, IEK will only enter further correspondence with shortlisted candidates.