

JOB ADVERTISEMENT

From: The Desk of Head of Human Resource
Date: Tuesday, 13 July 2021
RE: Recruitment

Metropolitan National Sacco Limited is a deposit taking Sacco licensed and regulated by the Sacco Societies Regulatory Authority (SASRA).

Metropolitan National Sacco has eight (8) branches and twelve (12) service centres across the country, we seek to recruit for the position of **General Ledger Accountant** reporting to the **Head of Finance**.

Job Purpose

Preparations of journal entries, financial statements, accounts and ledger reconciliations in line with the established guidelines.

Key Performance Areas

- Customer (both internal and external) satisfaction with level of service
- Efficiency
- Quality of accounting
- Compliance

KEY RESPONSIBILITIES

1. Fixed Assets Management

- Receive and approve transfer request, update the fixed assets register.
- Adjust fixed assets value after valuation.
- Determine the reserve price and undertake disposal as per policy.
- Advise the Net Book Value of Fixed Assets for disposal as per policy.
- Update fixed assets register, tag the asset and prepare depreciation schedule, assign assets to appropriate custodians, undertake periodic fixed asset verification exercises.

2. Inward Payments

- Receive and confirm payment, update cash book, issue receipt and post to relevant contra account.
- Confirm share account balances, calculate expected dividend, reconcile to dividend received and post to appropriate GL account.
- Confirm remittance received, post to GL and confirm postings to individual customer accounts.

3. Outward Payments

- Receive instruction for Donation from the CEO's Office, verify payment details and post to GL account.
- Post the various Statutory payments to GL accounts.
- Post to various Staff payments on GL Accounts.

4. Procurement

- Account for Stocks position following stock takes.
- Posting of Stocks Issued from Stores to requesting department.
- Create Stock Items in the System.
- Posting of Invoices in the Supplier Accounts.
- Create Supplier in the System.

5. Regulatory Compliance

- Review of Insurance schedules.
- Review and submit Statutory returns.
- Tax planning and filing.
- Prepare SASRA returns for submission and submit after approval.

6. Reporting

- Customer Status Reports - Recent dormancy, irregular overdrawn, etc.
- Inventory Management Reports.
- Preparation of the Financial Reports - monthly, quarterly and annual trial balance, Balance sheet, Income Statement.

7. Cash & Banks Management

- Opening, closing and designating cash and bank accounts in the General Ledger.

Key Skills & Experience

- Bachelor's degree in Accounting/Finance Business Administration, Economics, or other business related fields from a recognized institution.
- Relevant professional qualifications such as Certified Public Accountant (CPA) or ACCA.
- Minimum of 2 years' experience in accounting.
- Well-developed ICT skills with hands-on experience with computerized accounting applications.
- Good analytical and decision-making skills.
- Excellent communication skills, both oral and written.
- Ability to work closely with team colleagues, coupled with working with limited supervision.
- Close attention to detail to ensure that accurate and thorough work is produced in a timely manner.

If you possess the above skills and are up to the task forward your application enclosing detailed Curriculum Vitae to hr@metrosacco.co.ke on or before **19th July 2021**.

Only shortlisted candidates will be contacted.