LAINISHA SACCO SOCIETY LIMITED.

P.O. BOX 272-10303
WANG'URU
TEL: 0705-492352

Email: info@lainishasacco.co.ke
website: www.lainishasacco.co.ke

6TH NOVEMBER, 2020

VACANCY ANNOUNCEMENT.

Lainisha Sacco Society Ltd is a licenced deposit-taking Sacco based in Kirinyaga County. The society wishes to recruit an individual of Kenyan Nationality to fill the position of a **Finance and Operations Manager.** Reporting to the CEO, the successful candidate will be in charge of the following;-

Duties and Responsibilities.

1. Timely preparation of financial statements as per the international financial reporting standards and Sacco Societies Act.
2. Maintenance of an appropriate and accurate overall accounting system in Sacco operations.
3. Planning, organizing and control of the accounting function in the Sacco.
4. Examination and analysis of accounting records, financial statements and other financial reports to assess accuracy completeness and conformance to reporting and procedural standards.
5. Compute and assess taxes owed and prepare tax returns ensuring compliance with payments, reports and other tax requirements.
6. Carry out timely Sacco bank accounts reconciliations.
7. Compiling and ensuring timely submission of statutory returns to the relevant authorities (Tax, NSSF, NHIF, SASRA reports etc).
8. Overseeing the safe custody and economic utilization of all society finances, assets and other resources.
9. Preparation, maintenance of staff payroll and handling of HR issues including leave management.
10. Presentation of financial reports during board meetings.
11. Preparation and maintenance of Sacco Assets register and key care register.
12. Assist in budget formulation, implementation, monitoring and control.
13. Liaison with External Auditors and ensure audited accounts and balance sheet is timely prepared and approved by SASRA for presentation to members in an Annual General Meeting.
14. Assist in development and implementation of Sacco policies, rules and procedures in liaison with the CEO.

15. Appraising and general supervision of staff.
16. Recommending investment of surplus members funds in consultation with the CEO.
17. Preparation of liquidity assessment for the society and advice.
18. Deputizing the CEO in his/her absence.
19. Marketing and cross selling of the Sacco products and services.
20. Any other duties related to the position or as may be assigned from time to time.

Qualifications Skills and Experience.

1. Minimum of C+ in KCSE with a C+ in Maths and English.
2. Bachelor of Commerce degree – finance or accounting options from a recognized university.
3. CPA (k) or ACCA qualification and valid registration with a professional body.
4. Proficiency in computer application, especially accounting packages and systems.
5. Knowledge of various Sacco software systems will be an added advantage.
6. Training in leadership and managerial skills including coaching is essential.
7. Possession of a valid (not more than three months old) certificate of good conduct will be an added advantage.
8. Minimum of a 2 years relevant experience.
9. Self-driven results-oriented and a team player.
10. 28 to 40 years of Age.

Interested candidates are advised to send their applications through hard copies or email (info@lainishasacco.co.ke) and enclose copies of professional and academic certificates, testimonials, resume (detailing name and contacts of 3 referees) and National ID to the address below by Tuesday 24th November 2020.

The Chief Executive Officer,
Lainisha Sacco Society Ltd,
P.o. Box 272-10303,
Wang'uru.