

VACANCY

JOB TITLE: ACCOUNT ASSISTANT

We are currently looking for a reliable and detail-oriented **Account Assistant** to join our team. In this role, you will support our accounting operations by assisting with day-to-day financial tasks, including invoice processing, data entry, account reconciliations, and maintaining accurate financial records.

The ideal candidate will be organized, proactive, and eager to learn. You will work closely with our accountants and finance manager to ensure the smooth and efficient running of the department. This position is perfect for someone looking to grow their career in finance and gain hands-on experience in a professional setting.

KEY RESPONSIBILITIES:

- I. **Advance Financial Stewardship** by proactively monitoring operational expenditures, curbing revenue leakage, and championing value-for-money practices to optimize resource utilization.
- II. **Foster Financial Transparency** by delivering timely, accurate, and analytical daily and monthly cost performance reports that support informed decision-making and strategic resource deployment.
- III. **Reinforce Internal Controls** through systematic stock audits, variance analysis, and implementation of corrective actions to uphold integrity, accountability, and prudent management of diocesan assets.
- IV. **Promote Operational Sustainability** by identifying and implementing cost-efficiency measures that enhance long-term financial resilience in support of the Diocese's spiritual and community-based mission.
- V. **Support Strategic Procurement Oversight** by validating purchase requests and LPOs against budgetary provisions, ensuring procurement processes are aligned with diocesan policies and strategic priorities.
- VI. **Champion Staff Wellbeing and Compliance** by assisting in the accurate and timely processing of payroll and statutory deductions, reinforcing trust and organizational credibility.
- VII. **Enhance Treasury Oversight** by preparing precise bank reconciliations that ensure liquidity, detect anomalies early, and promote sound financial management practices.
- VIII. **Enable Strategic Insights** by preparing financial statements and reports that comply with accounting standards while providing actionable insights for leadership, donor reporting, and strategic forecasting.
- IX. **Strengthen Governance and Risk Assurance** by supporting comprehensive audit processes, budgeting, and financial forecasting—ensuring the Diocese remains compliant, agile, and future-focused.
- X. **Ensure Statutory and Regulatory Alignment** by preparing and submitting timely VAT returns and other statutory obligations in accordance with current legal and tax frameworks.

- XI. **Demonstrate Operational Flexibility** by taking on additional finance-related responsibilities that support emerging diocesan programs and organizational priorities.

MINIMUM REQUIREMENTS:

- I. CPA Part II (Section 4) qualification or higher
- II. 2-5 years' experience in a similar role, preferably in a church, hospitality, or academic institution
- III. Proficiency in accounting software (QuickBooks, POS systems, Sage)
- IV. Advanced MS Excel skills
- V. High attention to detail and integrity
- VI. Strong analytical and reporting abilities

HOW TO APPLY

Interested and qualified candidates should send their scanned CV's to us through: info@consolidatedhrsolutions.co.ke by **Friday, 28th June 2025**

Indicating the subject as: Accounts Assistant Application