VISION AFRIKA DT SACCO LTD.

P.O. BOX 18263-20100 NAKURU

EMAIL:info@visionafrikasacco.co.ke

VACANCY: ACCOUNTANT **2/11/2026**

We are seeking to recruit a competent and qualified Accountant to oversee financial records, support financial reporting, ensure accurate accounting of transactions, monitor compliance with statutory and regulatory requirements, and maintain sound financial management practices across the SACCO.

Key Responsibilities

- Maintain accurate and up-to-date accounting records and ledgers.
- Prepare bank, cash, and other account reconciliations and follow up on outstanding items.
- Process and verify payments, receipts, journals, and other financial transactions.
- Monitor daily financial transactions and ensure proper supporting documentation.
- Assist in preparation of monthly, quarterly, and annual financial reports.
- Maintain accurate records of SACCO assets, liabilities, income, and expenditure.
- Assist in preparation of budgets and monitoring of budget performance.
- Ensure timely statutory returns and payments, including KRA, NSSF, and other applicable obligations.
- Assist in monitoring loan interest, fees, provisions, and other income.
- Support preparation of SASRA and other regulatory reports.
- Assist with audit exercises and provide required schedules and supporting documents.
- Ensure compliance with internal controls, accounting policies, and financial procedures.
- Safeguard financial records and maintain confidentiality of SACCO information.
- Perform any other accounting duties assigned by the Finance Manager.

Qualifications and Experience

a. Bachelor of commerce accounting or related degree

b. CPA-K is mandatory

c. Minimum 3 years' experience in a supervisory or management capacity

d. Computer proficiency in computer application, especially in accounting packages and systems

e. Must have been involved in audit service /analysis of financial statements with excellent financial reporting

f. Knowledge of various banking software systems an added advantage.

Competencies

The holder of the position must;

i. Be of exemplary integrity and honest
ii. Have excellent financial analysis skills
iii. Be decisive and possess quick judgment skills
iv. Possess excellent business writing skills
v. Possess leadership and supervisory skills
vi. Possess analytical and critical thinking skills
vii. Have excellent communication and interpersonal skills
viii. Be able to motivate and mentor a team
ix. Be a team player
x. Be proactive and possess initiative

HOW TO APPLY

Interested candidates and who meets the above qualifications are advised to apply enclosing copies of relevant certificates and testimonials, application letter, detailed CV and national ID by close of business 30th November 2026.

The chief executive officer,

Vision Afrika DT. Sacco society Ltd,

P.O. Box 18263 – 20100, Nakuru

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