

## Accounts Assistant at Co-operative Bank of Kenya

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Company: JobWebKenya

Location: Kenya

Category: other-general

### Job Description

The Co-operative Bank of Kenya Limited is incorporated in Kenya under the Company Act and is also licensed to do the business of banking under the Banking Act. The Bank was initially registered under the Co-operative Societies Act at the point of founding in . This status was retained up to and until June 27th when the Bank's Special General Meeting resolved to incorporate under the Companies Act with a view to complying with the requirements for listing on the Nairobi Stock Exchange (NSE)

### Tasks and Responsibilities

Maintenance of members register i.e., update of membership and preparation of dividend

Production of members monthly report

Ensure daily reconciliations

Extraction of the monthly trial balance, cash flows and forecasts

Verification of payment vouchers to assess accuracy

Maintaining the general ledger

Maintaining SACCO'S books of accounts including petty cash, banking and bank reconciliation, debtors' and creditors schedules and other relevant accounting duties

### Minimum Qualifications and Skills

A Bachelor's Degree in Accounting/Finance or a Business-Related Degree from a

recognized university.

CPA part II.

Computer literate.

A minimum of 2 years experience in a busy financial institution.

Sound knowledge of Sacco laws and regulations.

A person of integrity, team player with effective communication skills.

Excellent in analytical, interpersonal and team management skills.

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