

Finance Assistant at Sidian Bank

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Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

Job Description

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At Sidian Bank, we recognize the significant accountability and inherent risks that an entrepreneur takes to make his ideas and dreams a reality. It is for this reason that our mission is to empower entrepreneurs to create wealth through provision of transformational financial solutions that meet entrepreneurs needs and facilitate growth through convenience and choice.

JOB PURPOSE

The candidate will be responsible for the preparation of timely and accurate reconciliations; analysis and communication of the same to management for decision making in accordance with the set guidelines.

KEY RESPONSIBILTIES

Reconciliations preparation and review

Record keeping

Fixed assets management

Reporting – Management & Regulatory

MAIN ACTIVITIES

Prepare various Bank reconciliations ensuring they are accurate & timely as well as follow up resolution of reconciling items. Reconciliations include but not limited to Branch

reconciliations, Nostro & CBK reconciliations, Correspondent accounts, Transit accounts, clearing accounts, Bankers cheques, etc.

Review various Operations reconciliations ensuring they are accurate, timely and reconciling items resolved i.e. Channels reconciliations, Mpesa, Money Gram, Western Union, Visa, Pesalink, etc.

Ensure accruals of expenses are accurately processed before the end of the month.

Ensure accurate reversal & processing of accrued expenses after receipt of the actual invoices.

Prepare various schedules for analysis and booking, e.g. prepayment schedules, rent schedules, etc.

Preparation and timely submission of the daily Foreign exchange report to CBK while ensuring the accuracy of the same. Also prepare and submit other CBK reports as will be allocated.

Ensure accurate and safe archiving of all relevant documents and vouchers in the department.

Review and process income reversal requests in line with policy.

Maintaining the Fixed assets register and ensuring that depreciation, acquisitions, and disposals are posted correctly and on a timely basis as well as ensuring Work In progress capitalization is done as required.

Manage external and internal audits ensuring all required data is provided and audits completed on a timely basis.

Provide relevant information for audit, CBK & other reviews as appropriate.

DECISION MAKING AUTHORITY

The role is highly guided by Policies and Procedures;

Decision on work scheduling.

REQUIREMENTS

ACADEMIC BACKGROUND

University degree or above in a relevant business discipline e.g. business administration or finance.

Two years working experience in Banking.

Professional qualifications: Minimum of CPA part 1 or equivalent qualification.

SKILLS & COMPETENCIES

Effective communicator with excellent interpersonal and motivational skills;

Excellent customer service, client relationship management, communication, negotiation, problem solving and interpersonal skills;

Sense of judgement and common sense with both qualitative and quantitative tools to provide sound and comprehensive analysis/evaluation on complex credit applications;

Excellent with numbers and MS Excel proficiency.

Ability to work under pressure

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