



**IG SACCO PLAZA, KHALISIA ROAD 3,
P. O. BOX 1150, 50100 KAKAMEGA- KENYA
TEL/NO. 056 – 30864, Mobile 0726340851 OR 0736333334,
Email: info@igsaccoltd.co.ke. Website: www.igsaccoltd.co.ke**

JOB DESCRIPTION

JOB TITLE: ACCOUNTS ASSISTANT

Overall Responsibility

The job holder will be responsible for proper and correct upto date maintenance of accounts and other financial records.

Key responsibilities

- Ensure that all over deductions/refunds, death claims and withdrawals are properly and promptly processed.
- Keep safely and in an orderly manner all the byproducts and returns from the employer.
- Advise and alert the Finance Officer on any process/system weaknesses, adjustments and any other matter on maintenance of the MPAs.
- Review of monthly reports/schedules on shares, loans and interest accrued and advise the Finance Officer accordingly.
- Comprehensively and satisfactorily attend to customer's/member's inquiries.
- Prepare and maintain daily, weekly and monthly reconciliation for the following transactions;- ATMs, Salaries and check offs, maintain members' savings, deposits and shares, Journal entries, Bankers cheque, M-pesa, Mobile banking, Paybill and Bank reconciliations.

Qualifications.

- Diploma in Finance/Accounting/Banking/Business Administration (Accounting or Finance) from a recognized institution.
- Must be a holder of CPA Part II.
- Proficiency in computer applications.
- Registered Associate member of ICPAK will be an added advantage.
- A minimum of two (2) years working experience in a similar position preferably in a financial institution.

Desired Skills and Competencies:-

- Attention to details.
- A person of integrity, high ethical standards and professionalism.
- Good communication and interpersonal skills.
- Ability to work under pressure and meet deadlines.
- Good in financial report writing and interpretation.

Interested applicants who meet the prerequisite requirements should send their application letters together with an updated CV, Copies of their National ID, certificates and testimonials to the email or postal address below. Applications to reach us on or before **Friday 5th September, 2025.**

**THE CHIEF EXECUTIVE OFFICER,
INVEST & GROW (IG) SACCO SOCIETY LTD
IG SACCO PLAZA, KHALISIA ROAD 3,
P.O. BOX 1150-50100, KAKAMEGA- KENYA.**

or

careers@igsaccoltd.co.ke

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

NOTE: Invest & Grow (IG) Sacco Society Limited is an Equal Opportunity Employer.

“Our Investment, Our Growth”