



VisionFund Kenya Limited is a fast growing financial service company and an investment of the World Vision Kenya. For more information kindly visit our website: [www.visionfundkenya.co.ke](http://www.visionfundkenya.co.ke). We wish to recruit a highly competent, proactive and self driven person to fill the position of:

### **Financial Accountant**

#### **Specific areas of responsibility:**

- Quick, timely and accurate processing of payments
- Ensure proper documentation and authenticity payment backups.
- Post all financial transactions in sun system
- Ensure that the transaction is within the procurement guidelines
- Checking that payments are adequately supported and making payments to suppliers.
- Ensuring that there is evidence for the spending petty cash and that amounts spend are within acceptable limits before replenishing.
- Ensure no float is given to staffs who have an outstanding float and process staff float promptly
- By ensuring that posting is correctly and completely done.

### **JOB REQUIREMENTS**

**The ideal candidate MUST** hold a first degree or Diploma Business related course and a professional accounts in CPA 2, must have at least 4years of working experience in a Micro Finance Organization, Retail banking or Enterprise lending institutions and must be proficient in MicroSoft office applications.

All candidates must be professing and practicing Christians whose conduct and depth of character are governed by personal Christian convictions. Interested and suitably qualified individuals should forward their applications, attaching copies of their academic and professional certificates, detailed CV indicating work experience, daytime contact and addresses of 3 professionally relevant referees to reach the undersigned by **Friday, 12<sup>th</sup> March 2021**. The position should be the subject of the email application. Send applications to: [hr@visionfundkenya.co.ke](mailto:hr@visionfundkenya.co.ke)

***Our Vision for every child; life in all its fullness. Our prayer for every heart, the will to make it so***