



# FUNDILIMA SACCO SOCIETY LTD

Fundilima Sacco Society Limited is a Savings and Credit Co-operative Society registered under the Co-operative Societies Act Cap 490. The Sacco is seeking to recruit suitable and qualified personnel s to fill the following positions for a contract of three years renewable: -

1. System Administrator – 1 position.
2. Assistant Accountant - 1 position.

For more information on the qualifications and job descriptions, kindly visit our website [www.fundilimasacco.co.ke](http://www.fundilimasacco.co.ke)

Interested and qualified candidates should send their written application together with the relevant certificates and copy of identity card to:

**The Chairman  
Fundilima Sacco Society Ltd  
P. O. Box 62000 – 00200,  
Nairobi.**

latest by 6<sup>th</sup> May, 2022

Fundilima Sacco is an equal opportunity employer and encourages all qualified persons to apply. Canvassing will lead to automatic disqualification. Only shortlisted candidates shall be contacted.

## **Assistant Accountant**

### **Minimum Entry Requirements**

1. KCSE – Grade C+ or equivalent.
2. At least 25 years of age.
3. Certificate of Good conduct.
4. Certificate in Computer Packages and trained in accounting software.
5. Good communications & interpersonal skills.
6. Possess a degree in Business related courses with a minimum of 3 (three) years' experience in a financial institution.
7. CPA Part II (Section 3 &4).

### **Duties and Responsibilities**

1. Recovery of the loans disbursed.
2. Reconciliations of running shares and loans balances.
3. Refund of members' withdrawals and other related deductions.
4. Processing of the payroll.
5. Posting of the payroll deductions from the various employers.
6. Posting of journals.
7. Preparing payment vouchers and invoices.
8. Daily balancing of the cashbook, Fosa transactions and other accounts records.
9. Reconciliation of bank accounts.
10. Telling duties.
11. Disbursement of ATM cards

12. Customer care service.
13. Agency banking and M-Pesa services.
14. Posting of salaries, wages, loans, schedules and advances.
15. Reconciliation of members personal accounts.
16. Preparations & filling of the daily transactions report.
17. Any other relevant duties that may be assigned.

## **System Administrator**

### **Minimum Entry Requirements**

1. KCSE – Grade C+ or equivalent.
2. At least 25 years of age.
3. Certificate of Good conduct.
4. Certificate in Computer Packages and trained in accounting software.
5. Good communications & interpersonal skills.
6. Possess a Bachelor degree in Information Technology, Business Information Technology (BBIT), Computer Programming or other related degree with a bias in Programming.

### **Duties and Responsibilities**

1. Coordinate and implement ICT policies, procedures, norms and standards.
2. Advise management on optimization of ICT resources in the Sacco Society.
3. Uploading customers' details in the system.
4. Install, configure and maintain of user application software, operating system and Internet communication system within the computer network of the society.
5. Ensure security and integrity of hardware and software through regulated controls.
6. Assign and update user logins and passwords.
7. Maintenance and repair for both hardware and software.
8. Review systems, processes and procedures of ICT and make appropriate recommendations on improvements.
9. Ensuring timely provision of ICT services to all functions of the Society.
10. Coordination and development of websites.
11. Develop and write programs/systems that can be integrated with existing Sacco system.
12. Build strong controls on the Sacco system & programs.
13. Secure the Sacco system & program against malicious cyber fraudulent/ attacks
14. Undertake routine Sacco system & program penetration test.
15. Integrate the Sacco system/program with mobile & electronic fund transfer transactions.
16. Implement the existing Sacco ICT policies, rules and procedures and initiate new ones for management & board approval.
17. Perform any other duties that may be assigned from time to time