



ADVERTISEMENT FOR THE POSITION OF ACCOUNTS ASSISTANT

KenGen Staff Retirement Benefits Scheme seeks to recruit a professional, a highly motivated and result oriented individual to fill the post of **Accounts Assistant**.

Applications are therefore invited from qualified persons to fill the vacancy as per the matrix below:

No.	Job Title	No. of Vacancies
1.	Accounts Assistant	1

Purpose of the Job

The position is responsible for performing comprehensive financial accounting tasks related to the efficient and effective processing and maintenance of accounts payable and receivable transactions, while providing critical support across all areas of financial management including taxation, budgeting, asset management, audits, risk management, and treasury operations.

Main Duties and Responsibilities

The duties and responsibilities are:

I. Operational Roles and Responsibilities

- a) Review and verify invoices and supporting documents for accuracy and completeness.
- b) Prepare payment vouchers and post transactions to journals, ledgers and other accounting systems.
- c) Maintain up-to-date creditor records and generate supplier aging reports.
- d) Ensure timely processing of payments to vendors, staff, and statutory bodies.
- e) File statutory returns including VAT, PAYE, NHIF, NSSF, and other relevant taxes in compliance with laws and regulations.
- f) Assist in payroll processing and related reconciliations to ensure timely and accurate disbursement.
- g) Support monthly and year-end financial closing processes, including accruals and reconciliations.
- h) Prepare and update expenditure reports, cash flow forecasts, and daily treasury reports for management decision-making.
- i) Update members' accounts to reflect accurate monthly check-off deductions and liaise with employers on remittances.
- j) Assist in tracking and reconciling receivables and follow up with stakeholders on outstanding balances.
- k) Maintain an accurate and organized filing system for audit readiness and compliance.

- l) Provide support during internal and external audits by preparing schedules and availing required documentation.
- m) Participate in budget implementation monitoring by tracking departmental expenditures against budget lines.
- n) Support the maintenance of the fixed asset register, including tagging, verification, and updating asset movement.
- o) Assist in identifying financial risks and contribute to the implementation of internal control measures.
- p) Respond to vendor, member, and staff queries relating to financial transactions and documentation.

Key Result Areas:

The job holder's accountability areas are outlined as follows;

- Timely and accurate preparation of payment and journal vouchers.
- Efficient tracking and reporting of expenditures, receivables, and payables.
- Accurate submission of statutory returns and compliance reports.
- Quality support in the preparation of financial and management reports.
- Timely update and reconciliation of member and employer accounts.
- Support in successful and timely audit processes.
- Maintenance of an accurate fixed asset register.
- Contribution to risk mitigation through adherence to internal controls.

Knowledge and Skills Required:

The job holder must possess;

- A Bachelor's degree in Accounting, Commerce, or a related field from a recognized university.
- CPA, ACCA or ACA qualifications.
- Three (3) years experience in a similar role
- Sound credit management skills
- Proficiency in accounting management systems
- Strong analytical and problem-solving skills
- Excellent attention to detail and accuracy
- Sound credit and risk management skills
- Effective communication and interpersonal skills
- Ability to work under pressure and meet deadlines
- Strong organizational and time management abilities
- Team collaboration and relationship building skills
- Ethical conduct and integrity in handling financial information
- Continuous learning mindset and adaptability to change

How to Apply

Interested and qualified candidates are advised to visit the Scheme's website for detailed job description for the role at <https://kengensrbs.co.ke/about-us/careers>.

Interested candidates for the above opportunity should apply online by filling in the application form from the following link:

- [Accounts Assistant Application Form](#)

The application form **MUST** be filled in full. In addition, applicants should upload their application letter, detailed curriculum vitae including addresses of **three referees**, copies of academic and professional certificates and relevant testimonials on the application form.

The deadline for submission of all applications is on or before **22nd April 2026** by **5.00pm**.

Canvassing will lead to disqualification. Only shortlisted candidates will be contacted.

CEO & Trust Secretary
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