



RE-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

JOB PURPOSE

The Accounts Assistant is responsible for providing accounting, financial administration and reconciliation support to ensure timely processing of financial transactions, maintenance of accurate accounting records and compliance with applicable financial policies, procedures and reporting requirements.

The role serves as an entry-level professional position within the Finance function and supports the development of future accounting and finance professionals.

KEY DUTIES AND RESPONSIBILITIES

Financial Transaction Processing

1. Process payment vouchers and financial transactions in accordance with approved procedures.
2. Assist in preparation and processing of receipts and banking transactions.
3. Verify supporting documentation for payments and financial transactions.
4. Maintain accurate records of financial transactions.
5. Assist in posting transactions into the accounting system.

Accounts Reconciliation

6. Prepare bank reconciliations and follow up on outstanding reconciling items.
7. Assist in reconciliation of general ledger accounts.
8. Support reconciliation of investment-related financial transactions.
9. Assist in preparation of creditor and debtor reconciliations.
10. Investigate and resolve routine reconciliation discrepancies.

Financial Reporting Support

11. Assist in preparation of monthly, quarterly and annual financial reports.
12. Compile accounting schedules and supporting documentation.
13. Support preparation of statutory and regulatory returns.
14. Assist in preparation of management reports and financial analysis schedules.
15. Maintain proper financial records and documentation.

Budget and Audit Support

16. Assist in compilation of budget information and expenditure monitoring schedules.
17. Support internal and external audit processes.
18. Provide financial records and supporting documentation required during audits.
19. Assist in implementation of audit recommendations.

Compliance and Controls

20. Ensure compliance with financial policies and procedures.
21. Maintain proper custody and filing of accounting records.
22. Support implementation of internal control measures.
23. Assist in monitoring compliance with statutory and regulatory requirements.

Stakeholder Support

24. Respond to routine finance-related inquiries.
25. Support engagement with banks, auditors, service providers and other stakeholders on routine finance matters.

Other Responsibilities

26. Perform any other duties as may be assigned by the Financial Accountant.

KEY PERFORMANCE INDICATORS**Financial Processing**

- Accuracy of transaction processing.
- Timeliness of payment processing.
- Completeness of supporting documentation.

Reconciliations

- Timeliness of reconciliations.
- Number of unreconciled items outstanding.

Reporting

- Timeliness of financial schedules and reports.
- Accuracy of financial information submitted.

Compliance

- Compliance with financial policies and procedures.
- Audit findings attributable to the role.

Service Delivery

- Responsiveness to finance-related requests.
- Quality of support provided to internal stakeholders.

JOB SPECIFICATIONS**Academic Qualifications**

Bachelor's degree in Accounting, Finance or another closely related discipline from a recognized university.

Professional Qualifications

Actively pursuing CPA (K)/ACCA or any other recognized accounting or finance professional qualification.

Experience

A minimum of one (1) year relevant experience.

Knowledge and Competencies

Technical Competencies

- Financial accounting.
- Bookkeeping principles.
- Financial reconciliations.
- Financial reporting.
- ERP/accounting systems.
- Budget monitoring.
- Internal controls.
- Microsoft Excel and financial analysis tools.

Behavioral Competencies

- Attention to detail.
- Analytical skills.
- Accountability.
- Planning and organization.
- Communication skills.
- Teamwork.
- Professionalism.
- Integrity

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 **5th August 2026 by 5.00pm.**

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

CEO & Trust Secretary
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