



Tramom Co-operative Savings & Credit Society Limited

Dynamic Building, Opposite Changamwe Social Hall, Next to Methodist Church- Changamwe Old Mombasa- Nairobi Road
P.O. Box 93008-80102 Mombasa Kenya Tel: 041 2002737/0700 422 388
Email: info@tramomsacco.com Website: www.tramomsacco.com

Sacco Accountant

17/04/2021

Requirements for appointments

1. Bachelor of commerce accounting option or equivalent
2. CPA (K)
3. At least 3 years' experience in a medium to large sized Sacco society.
4. Proficiency in computerized accounting systems
5. Good communication and analytical skills with track record of ability to meet strict reporting deadlines

Duties and responsibilities

Reporting to the Sacco manager the Sacco accountant will be responsible for the following duties;

1. Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
2. Supervision of other staff in the accounting department and ensuring that the accounting function of the society is well taken care of/done
3. Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
4. Prepare and submit all reports required by the regulator within the required timelines.
5. Check off reconciliation tying up payment received from employers and deductions submitted for deductions.
6. Payroll preparation and ensuring payment for all deductions to respective government agencies and other organizations
7. Preparation of budget estimates and performance comparison reports.
8. Prepare weekly/monthly/quarterly and yearly financial reports
9. Asset registers maintenance.
10. Handle monthly, quarterly and annual closings of financial periods
11. Any other duties as may be assigned by the manager from time to time.

Applications should be sent via email to info@tramomsacco.com latest by 26/04/2021