



SMEP Microfinance Bank Limited is a dynamic Christian based Bank regulated by the Central Bank of Kenya, whose **Mission** is ***“To empower families in Kenya’s underserved communities with impactful financial solutions as we live and proclaim the gospel of Jesus Christ”***, with over 38 outlets across the country.

We are inviting applications from interested and suitably qualified candidates who are ***passionate about transforming lives in the society as they live and proclaim the gospel of Jesus Christ***, to fill the following position:

### **1) ACCOUNTS ASSISTANT - FIN/08/24**

The role holder will be part of the Team in Finance Department that is responsible for doing Bank reconciliations, Treasury Management and payables management.

#### **DUTIES AND RESPONSIBILITIES**

- ✓ Preparation of Creditors & partner payments within the required timelines in adherence to the set guidelines, Policies and controls.
- ✓ Documentation & maintenance of proper and updated records of all Fixed Assets in the Bank.
- ✓ Management of alternate channels reversals, entries on the Banks’ systems and reconciliations.
- ✓ Posting and reconciliation of all alternate channels transactions of the Core Banking system.
- ✓ Management and timely replenishment of the alternative banking channels accounts
- ✓ Preparation of monthly alternative banking channels reports.
- ✓ Preparation of tax reconciliations and schedules.
- ✓ Management of the optimal levels of provisioning for loan impairment as per IFRS9.

#### **Qualifications**

- A minimum of C+ (plus) in KCSE
- Bachelor’s Degree in Business-related courses from a reputable university
- Must be at least a CPA I holder
- Proficiency in computers is mandatory
- Between 24 to 27 years of age

#### **Key Qualities & Competencies**

- **Must be a practicing Christian** who lives and upholds Christian Values, with a passion to serve.
- Excellent Communication and interpersonal skills
- Proficiency in Microsoft Excel and Data Analysis
- Self-driven, results-oriented with a positive outlook
- Detail oriented with good prioritization skills and ability to deliver within the set timelines.
- A great Team player with ability to get on with others

#### **HOW TO APPLY**

Qualified and interested candidates who meet the above criteria should download the “Job Application Form” at [www.smep.co.ke/careers](http://www.smep.co.ke/careers) and send their filled applications to [recruitment@smep.co.ke](mailto:recruitment@smep.co.ke) on or **before Tuesday 13<sup>th</sup> August, 2024**. Only shortlisted candidates will be contacted.