



## ARCHDIOCESE OF NAIROBI

18<sup>TH</sup> JULY 2025

JOB ADVERTISEMENT

POSITION: ACCOUNTANT

### ST. MONICA CATHOLIC CHURCH KARANJEE SELF-HELP GROUP.

#### *The Organization*

**ST. MONICA CATHOLIC CHURCH KARANJEE SELF-HELP GROUP** is registered under the Archdiocese of Nairobi, Caritas Registered Trustees. Its mission is to promote socio-economic status by empowering the community through the effective provision of affordable credit facilities, capacity building, and savings mobilization. The self-help group operates at **St. Monica Catholic Church Karanje**, an outstation of **St. Joseph Parish-Limuru**.

To enhance its operations, the management is pleased to advertise the vacant position of an ACCOUNTANT.

#### Job Summary

Providing financial information to management by collecting and analyzing accounting data; preparing reports, preparing asset, liability and capital account entries by compiling and analyzing account information and documenting financial transactions by entering account information. The holder of this position will be reporting to the **management**.

#### Duties and Responsibilities

1. Preparing assets, liabilities, and capital account entries by compiling and analyzing account information
2. Documenting financial transactions by entering account information
3. Recommending financial actions by analyzing accounting options
4. Summarizing current financial status by collecting information, preparing statement of financial position, income statement, bank reconciliations, and other reports
5. Substantiating financial transactions by auditing documents
6. Maintaining accounting controls by preparing and recommending policies and procedures
7. Guiding accounting clerical staff by coordinating activities and answering questions
8. Reconciling financial discrepancies by collecting and analyzing account information
9. Answering customer queries regarding the group operation and status of their accounts

10. Member management and investment knowledge.
11. Support audit activities
12. Any other responsibility as may be assigned by the immediate supervisor

### **Skills and Qualifications**

1. CPA section 5
2. Diploma/Degree in accounting/Finance will be an added advantage
3. At least 3 years of relevant working experience
4. Computer literate
5. Conversant with accounting systems
6. Marketing skills
7. Administrative skills
8. Fluency in both English and Kiswahili

### **How to Apply:**

Interested candidates who meet the above criteria should submit their applications — including their expected salary, detailed CV, certificates, and relevant testimonials to [allankamau72@gmail.com](mailto:allankamau72@gmail.com) and copy them to [hr@caritasnairobi.org](mailto:hr@caritasnairobi.org)

Applications should reach us on or before **15<sup>th</sup> August 2025**.

**\*\*\*\*Only shortlisted candidates will be contacted. \*\*\***

Caritas Nairobi is an equal opportunity employer.