



ASILI SACCO SOCIETY LTD.

REGISTRATION NO. 2077 UNDER CO-OPERATIVE ACT

Asili Co-op. Centre, Lower Ngara Rd, Opp. Arya Boys H. Sch. P.O. Box 49064-00100 Nairobi

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All correspondence to Hon. Secretary

Our Ref. No.
A/HR/1/2025
Your Ref. No.

Date:
9TH MAY 2025

JOB ADVERTISEMENT

JOB ADVERT: ASSISTANT ACCOUNTANT
LOCATION: NAIROBI
EMPLOYMENT TYPE: FULL-TIME
APPLICATION DEADLINE: 23RD MAY, 2025

About Us:

Asili Sacco is a dynamic and member-focused financial cooperative dedicated to providing innovative financial solutions to our members. We aim to empower individuals and communities by fostering financial independence and growth.

Key Responsibilities:

- Assist in maintaining accurate financial records and preparing financial statements.
- Support day-to-day accounting operations including accounts payable, receivable, and reconciliations.
- Ensure compliance with regulatory requirements and internal financial policies.
- Assist in budgeting, forecasting, and financial reporting.
- Help prepare reports for internal and external audits.
- Monitor and reconcile bank statements and other financial data.
- Collaborate with other departments to ensure financial efficiency and accountability.

Qualifications and Skills:

- A diploma or degree in Accounting, Finance, or a related field.
- Proven experience in accounting, preferably in the financial or cooperative sector.
- Strong attention to detail and organizational skills.
- Proficiency in accounting software and Microsoft Excel.
- Knowledge of financial regulations and reporting standards.
- Analytical mindset with good problem-solving abilities.
- Ability to work independently and as part of a team.

How to Apply:

If you meet the qualifications and are excited to contribute to our mission, please send your CV and a cover letter to info@asilisacco.coop with the subject line "Assistant Accountant." Applications should be submitted by 23rd May, 2025.

Maurine Chesang

Human Capital Officer

