

WE ARE HIRING

Kileleshwa Covenant Community Church the Church of Courageous witnesses of Christ is looking to fill the position of **Accounts Assistant** who will be responsible for:

Accounts Administration & Financial Data Review & Reporting

- Petty Cash Management
- Preparing accurate financial reports
- Reconciling various payments and related documents
- Recording financial transactions in the Church internal systems
- Maintaining digital and physical financial records
- Participating in annual audits as required

Role Qualifications / Requirements

- A Degree in Accounting / Finance
- At least CPA II professional accounting qualification level
- At least 1 year working experience with Finance related software & systems.
- Has good knowledge of International Financial Reporting Standards
- Computer literate with exceptional skills in Ms Excel
- Has high ethical standards and impeccable integrity
- Has attention to detail, problem solving, analytical and interpersonal skills.
- Team player with excellent communication skills
- Must be a born-again Christian in good standing, confirmed by recommendation from the local church Pastor.
- Membership to a relevant professional body will be an added advantage.
- Work experience in a faith-based organization will be an added advantage.

Applications, including CVs and letters of recommendation should be sent to hr@tandaza.org by COB **Wednesday, 13th September 2023**