

EXTERNAL VACANCY ANNOUNCEMENT

POSTING DATE 3rd July 2026
CLOSING DATE 17th July 2026
POSTS 3 (Three)



Imarika Sacco is dedicated to providing accessible, innovative, competitive and reliable financial solutions in order to empower our members social economically. In line with our continued growth and commitment to service excellence, we seek to recruit a qualified and experienced individual to fill the arising vacant position as per the details herein.

JOB INFORMATION

Job Title	Branch Accountant
Grade	4
Division	Operations
Department	Finance
Section / Unit	FOSA
Location / Work Station	Branches
Reporting Relationships	
Reports to	Branch Manager
Job Purpose	
The Branch Accountant ensures utilization of the SACCO financial resources in accordance with the provisions in the budget and in compliance with the financial rules and regulations and other decisions and directives issued from time to time by the supervisor. He/she ensures compliance with the SACCO financial systems and procedures.	
Key Responsibilities/ Duties / Tasks	
1. Responsible for daily routine activities including approval of daily operational transactions such as loans, advances, account opening, intra and inter account transfers, mobile banking/pin resets, dormancy activation, member changes and ATM linking, account closures, readmissions and any other operational activities at that level 2. Supervises the opening and closure of branch ensuring availability of guards and armed security 3. Implements the branch strategic activities as defined in the business plan (income and expenditure, growth and PAR management) 4. Keeping custody and Monitoring of liquidity levels, cash flows and replenishment where necessary to the treasury, cashiers and petty cash 5. Conducting periodic checks through cash counts for tellers, mpesa, Petty cash and treasury	



6. Responsible for posting all receivables including salaries, check offs and bank transfers reconciliations
7. Custodian of the treasury/safe and combination systems
8. Management of cheque registers (bankers' cheques and receivables)
9. Receiving, checking and reconciling of daily tellers' reports and treasury book
10. Monitoring of branch bank accounts, updating cash book, cheque clearance and preparation of monthly Bank reconciliation
11. Supervise on Mpesa transactions, postings, float replenishments and reporting.
12. Manages referrals from the front-line staff where necessary
13. Processing of internal member fixed deposits and updating of FDR Register
14. Stands in and assumes the duties of the branch manager when necessary.

Academic qualifications

Bachelor's degree in business related course (finance, accounting, banking option)

Professional Qualifications / Membership to professional bodies

CPA (K)

Previous relevant work experience required.

5 years of relevant experience in branch accounting and financial roles.

Functional Skills, Behavioural Competencies/Attributes:

1. Leadership and Decision Making
2. Strong communication Skills
3. Critical thinking and Problem Solving
4. Integrity and Trustworthy
5. Team player and Flexibility

Qualified applicants to apply enclosing their Signed Cover letter, ID Copy, an up-to-date CV, evidence of current or past employment, Academic & Professional Certificates and copies of relevant testimonials addressing to:

**HUMAN RESOURCE MANAGER
IMARIKA DT SACCO LTD
P.O BOX 712-80108
KILIFI.**

Please Note that:

- ❖ The deadline for submitting applications is Friday 17th July 2026 Close of Business.
- ❖ Applications received later than this date will **NOT BE** considered.
- ❖ Only shortlisted candidates will be contacted.
- ❖ Canvassing will lead to automatic disqualification.
- ❖ Imarika Sacco Does **NOT CHARGE** a Fee at any stage of the Recruitment Process (Application; Interview Meeting or Appointment).

