

CREDIT INFORMATION SHARING ASSOCIATION OF KENYA (CIS KENYA)
JOB DESCRIPTION
Accountant

ROLE OVERVIEW

Job Title	Accountant
Department	Finance & Administration
Reports To	CEO
Location	Nairobi, Kenya
Policy Framework	Finance Policy and Procurement Policy

PURPOSE OF THE ROLE

The Accountant is responsible for the full-cycle financial management of CIS Kenya’s accountancy function, ensuring accurate records, regulatory compliance, timely reporting, and sound stewardship of organizational resources. The role supports governance, audit readiness, and strategic financial oversight for both the Governing Council and the Finance & Audit Committee.

KEY RESPONSIBILITIES

Area	Responsibilities
Monthly Reconciliations & Bookkeeping	<ul style="list-style-type: none"> • Reconcile bank statements, payables, receivables, and petty cash monthly; post to correct journals in QuickBooks. • Maintain a daily cashbook with full categorization of income and expenses. • Account for donor funding received and utilization each month. • Print and file aged accounts receivable and payable listings for each prior month. • Ensure petty cash vouchers are pre-numbered, imprest forms signed prior to release, and reconciliation completed monthly; review CIS SIM card/M-Pesa petty cash statement. • Mark vouchers as posted with a stamp and maintain hard-copy signed approvals on file. • Extract all bank statements into Excel monthly. • Sign off on the monthly reconciliation and circulate a report on reconciliation discrepancies.
Receivables & Payables Management	<ul style="list-style-type: none"> • Issue reminders for unpaid receivables; flag any receivables or payables outstanding beyond three months. • Confirm no unresolved general payables or receivables remain on

	<p>the ledger.</p> <ul style="list-style-type: none"> • Share a list of unspecified payables on the GL that lack a specific supplier. • Reverse all invalid receivables (e.g. courses not attended) and record outstanding per diems owed to staff as payables. • Advise member institutions on subscription due dates to support revenue realization and follow up on outstanding subscriptions. • Review and recommend bad debt provisions; obtain Finance Committee approval before writing off unrecoverable debts. • Print and file receivable listings: past and current.
<p>Financial Reporting & Budget Monitoring</p>	<ul style="list-style-type: none"> • Prepare monthly cash flow status reports comparing actual against budget, including a stressed/conservative projections. • Produce month-on-month and year-on-year line-by-line budget comparisons, highlighting overruns by category and expenditure items exceeding 10% of approved budget. • Report on large-ticket expenses for the upcoming quarter versus available bank balances. • Prepare ValiData budget review covering committed and pending expenditure against budget. • Prepare quarterly expenditure reports to the Governing Council. • Contribute to the Management report by providing key strategic deliverables/focus areas and their status as well as membership payment status.
<p>Statutory Compliance & Tax</p>	<ul style="list-style-type: none"> • Input payment invoices including payroll into the bank systems; confirm payroll statutory deductions (PAYE, NSSF, NHIF, Pension) are correctly deducted, and salaries settled by the 25th of each month. • Confirm VAT postings are accurate and align the VAT and income tax positions with reported assets/liabilities on the balance sheet. • File CIS Kenya statutory returns and VAT returns • Ensure no eTIMS invoices are generated before confirming actual attendance; Ensure prior use of proforma invoices. • File withholding tax returns. • Include taxes for online subscriptions in budget line items.
<p>Audit Readiness & Year-End</p>	<ul style="list-style-type: none"> • Ensure Finalization of annual audited financial statements and convene the Finance Committee to discuss the same prior to presentation to the Governing Council for approval. • Ensure audit readiness before auditor engagement; obtain internal approval for data to be shared with auditors prior to sharing . • Ensure QuickBooks is set to accrual basis; update opening payables and receivables to match audit figures.

		<ul style="list-style-type: none"> • Confirm year-end statements align with previously audited figures. • Ensure audited books are ready by end of January. • Conduct a quarterly internal audit check and provide assurance that all prior-quarter postings are accurate.
Asset Management		<ul style="list-style-type: none"> • Ensure depreciation for each quarter is posted. • Conduct an annual count and validation of the assets register; engrave asset identity markers. • Report disposed assets to the Governing Council; ensure no new assets are procured without GC budget approval. • Maintain documentation for all assets purchases.
Systems Process	&	<ul style="list-style-type: none"> • Create a QuickBooks user guide covering all processes and run QuickBooks online parallel with desktop version to compare outputs. • Ensure monthly backups of QuickBooks and share via email and on the shared folder. • Confirm accrual basis settings in QuickBooks pre-audit. • Maintain a log of all deliverables and update it regularly. • Budgets for taxes on online subscriptions to be included in forward planning.
Governance & GC Reporting	&	<ul style="list-style-type: none"> • Prepare quarterly expenditure reports and strategic financial updates for Governing Council. • Ensure Finance and Audit Committee meetings are held regularly and provide necessary reports. • Report on status of outstanding liabilities monthly. • Complete the strategy update for the accounts function. • Ensure relevant policies are in place and adhered to. • Support regulatory initiatives as required.

COMPLIANCE & CONFIDENTIALITY OBLIGATIONS

The Accountant handles sensitive financial, client, and stakeholder data and must comply fully with the following:

- Kenya Data Protection Act 2019 — all financial data involving identifiable individuals or institutions must be stored in approved systems, processed lawfully, and not shared without authorization.
- CIS Communications Policy — financial reports, institution-specific metrics, and audit findings are strictly confidential and may not be shared on personal channels or externally without written approval.
- Any suspected data breach involving financial or personal data must be reported internally without delay to align with the ODPC's requirements.

- Ensure any Cross-border transfers of stakeholder or client data complies with the DPA.

QUALIFICATIONS & EXPERIENCE

Essential	Desirable
<ul style="list-style-type: none"> • Degree in Accounting/Finance • CPA (K) or ACCA finalist • 10 years in a similar accounting role • Experience working as an auditor for an audit firm • Proficiency in QuickBooks (online and desktop) • Working knowledge of Kenyan tax law (PAYE, VAT, WHT) • Knowledge managing all aspects of accounting. Receivables, payables, bank reconciliations • Experience in not-for profit financial reporting • Strong Excel and financial reporting skills 	<ul style="list-style-type: none"> • Experience in an NGO, development finance, or credit sector organisation • Experience in donor accounting, managing separate sub ledgers • Exposure to donor-funded project accounting • Experience liaising with external auditors • Familiarity with eTIMS and KRA online filing systems • Familiarity with the Kenya Data Protection Act 2019 • Familiarity with membership management.

APPLICATION PROCESS

Send the filled form and your curriculum vitae to opportunities@ciskenya.co.ke not later than 12th June 2026.
