



LAW SOCIETY OF KENYA

ADVERTISEMENT: ACCOUNTS ASSISTANT

The Law Society of Kenya is a Premier Bar Association with membership of all Advocates in Kenya. The Society seeks to recruit the vacant position of **Accounts Assistant** to enhance its service delivery to members.

The Position

The position holder will support provision of accounting services to the Finance and Accounts Department in the preparation of the various finance reports, accounts and reconciliation in compliance with Finance Policies and Regulations and the achievements of objectives of the Finance and Accounts Department.

Key responsibilities:

- Ensure safe custody of company cheque books and legal documents.
- Prepare stakeholders requisitions, payment vouchers and forward them for approval to prompt timely pay outs on goods and services consumed by the Society.
- Maintain an updated creditors' schedule and supplier database to stay ahead of outstanding debts payable to the Society vendors
- Verify the suppliers' payment documentation for completeness, accuracy and authorization to ascertain payouts are made to authentic parties and for authentic supply.
- Carry out bank agent duties inclusive of cash withdrawals, request for bank statements and other such assignments to support the Society's transactions
- Update cash books on a daily basis ensuring positive bank balance is maintained at all times.
- Process payment vouchers and receipts in ERP system and ensure accuracy of cash transactions data in the system.
- Prepare monthly reconciliation of GL cash accounts to Cash Books
- Handle operational/office petty cash and reimbursements.
- Ensure statutory filing and payments before the due dates
- File Accounting documents to keep accurate records as necessitated by the Accounting practices and Standards
- Post tax returns in iTax system to meet the current Kenya Revenue Authority tax guideline and ensure payments are effected within the statutory period.

Required skills and experience

- Bachelor's Degree in Business or Finance related field.
- At least CPA Part II qualification.
- Computer literacy.
- At least three years relevant working experience in a reputable organization.

Only Shortlisted candidates will be contacted and will be required to present original certificates and testimonials during the interview.

To apply for the positions, kindly send your detailed C.V with three (3) referees and application to **recruitment@lsk.or.ke** to reach the office on or before **Friday, 2nd February, 2024**. All applications must be clearly addressed to:

**The Secretary/CEO
Law Society of Kenya
Lavington, Opp. Valley Arcade, Gitanga Road P.O.
Box 72219 - 00200
NAIROBI**