



SETYON SACCO
P.O BOX 1314-20200 KERICHO
info@setyonsacco.co.ke
Tel: 0723656494

JOB ADVERTISEMENT

INTERNAL AUDIT ASSISTANT

Location : Setyon Sacco Limited located in Brooke, Kericho
Department : Internal Audit Department
Reports to : CEO/ Audit Committee
Application Deadline : August 2025
Vacancy : 1

JOB OVERVIEW

We are seeking to recruit a qualified professional to fill position of an Internal Audit Assistant. Supports the internal audit function by helping to evaluate the effectiveness of internal controls, ensuring compliance with policies and regulations, and identifying potential risks. This role involves assisting in conducting audits, documenting findings, preparing reports, and recommending improvements to processes and systems.

Reporting to the CEO/Audit Committee, the individual will be responsible for the day-to-day Coordination of the activities in the Audit department and ensuring compliance with the laid down internal controls, all Sacco policies, and other statutory requirements.

KEY DUTIES AND RESPONSIBILITIES

1. Assist in developing internal audit strategies, policies, and manuals detailing the audit procedures
2. Assist in developing, implementing, and reviewing the internal audit charter
3. Assist in developing an internal audit work plan and budget for each financial year
4. Participate in preparation of the periodic audit reports for presentation to the senior management and the Audit Committee of the Board.
5. Check the accuracy and reliability of accounting records by analyzing systems and internal controls
6. Verifying cash transactions carried out to ensure they are duly authorized and well documented
7. Carry out surprise cash count and other treasury cash management checks.
8. Continuously identify idle assets and make recommendations
9. Regularly review and report on completeness and accuracy of the Sacco data
10. Follow up on the implementation of previous audit recommendations
11. Assist in the execution of the Sacco compliance, fraud, and risk assessments by identifying the key risks and assessing mitigating controls to determine the risk profile for the Sacco



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12. Assist in the development and monitoring of key risk indicators (KRIs) that are mapped to various risks to determine elevations in risk and proactively implement risk mitigation measures
13. Review the SACCO's operations to ensure they meet all regulatory requirements set under the SASRA guidelines.
14. Conduct risk assessments for proposed and existing products

MINIMUM QUALIFICATIONS AND SKILLS

- A degree in finance or a related field
- CPA III/ACCA qualification
- Three (3) years working experience in a finance function with a minimum 2 years auditing experience in a Deposit Taking Sacco
- CISA certification added advantage
- A firm understanding of internal auditing standards and application
- Knowledge and effective application of all relevant Sacco policies, processes, procedures and guidelines to consistently achieve required compliance standards or benchmarks
- Organized; able to work both independently and in a team setting
- Interpersonal skills to effectively communicate audit results when required

HOW TO APPLY

If you meet the above qualifications and are passionate about delivering high quality financial services, send your cover letter and CV to info@setyonsacco.co.ke

Apply by **25th August, 2025**

Setyon Sacco Limited is an equal opportunity employer.

Only shortlisted candidates will be contacted!



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JOB ADVERTISEMENT

ACCOUNTS ASSISTANT

Location : Setyon Sacco Limited located in Brooke, Kericho
Department : Finance Department
Reports to : Finance Manager
Application Deadline : August 2025
Vacancy : 1

JOB OVERVIEW

We are seeking to recruit a qualified professional to fill position of an Accounts Assistant. Responsible for supporting the finance department in managing financial transactions, maintaining accurate records, and preparing reports. This role involves daily processing of payments, reconciliations, and assisting with various accounting duties, ensuring compliance with Sacco policies and regulations.

Reporting to the Finance Manager, the individual will be responsible for the administration of the Members' personal accounts and posting of financial transactions.

KEY DUTIES AND RESPONSIBILITIES

- Maintenance of members register i.e., update of membership and preparation of dividend
- Production of members monthly report
- Ensure daily reconciliations
- Extraction of the monthly trial balance, cash flows and forecasts
- Verification of payment vouchers to assess accuracy
- Maintaining the general ledger
- Maintaining SACCO'S books of accounts including petty cash, banking and bank reconciliation, debtors' and creditors schedules and other relevant accounting duties
- Performing any other duties as may be assigned from time to time.

MINIMUM QUALIFICATIONS AND SKILLS

- A Bachelor's Degree in Accounting/Finance or a Business-Related Degree from a recognized university.
- CPA part II qualification is often preferred.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Proficiency in accounting software and Microsoft Office Suite, especially Excel.



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- Excellent communication and interpersonal skills.
- A minimum of 2 years experience in a busy financial institution.
- Sound knowledge of Sacco laws and regulations.
- A person of integrity, team player with effective communication skills.
- Excellent in analytical, interpersonal and team management skills.

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JOB ADVERTISEMENT

CHIEF CASHIER

Location : Setyon Sacco Limited located in Brooke, Kericho
Department : FOSA Department
Reports to : FOSA Manager
Application Deadline : August 2025
Vacancy : 1

JOB OVERVIEW

We are seeking to recruit a qualified professional to fill position of Chief Cashier. To manage and oversee all FOSA (Front Office Service Activity) cash operations, ensuring efficient and accurate handling of financial transactions. This includes supervising staff, managing cash flow, reconciling accounts, and ensuring compliance with Sacco policies and regulations. They also play a key role in customer service, handling inquiries, and promoting Sacco products.

KEY DUTIES AND RESPONSIBILITIES

1. Operational Management. Plans, organizes, and coordinates FOSA activities to ensure smooth and efficient cash operations.

- **Cash Handling:** Manages all cash transactions, including deposits, withdrawals, and loan repayments, ensuring accuracy and security.
- **Reconciliations:** Reconciles all cash and bank transactions, including Mpesa and other accounts, on a daily basis.
- **Security:** Ensures proper arrangements for insurance, alarm systems, cash limits, strong room operations, and key controls.
- **Supervision:** Supervises and provides guidance to the FOSA staff, ensuring they adhere to policies and procedures.

2. Financial Management:

- **Record Keeping:** Maintains accurate and up-to-date records of all cash and bank transactions.
- **Reporting:** Generates cash-related documents and account reports, including daily reconciliations.
- **Compliance:** Ensures compliance with all relevant Sacco policies, procedures, and regulatory requirements.
- **Risk Management:** Implements and monitors financial controls and risk management procedures.
- **Banking:** Performs bank deposits and withdrawals according to established procedures.



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3. Customer Service:

- Member Assistance: Provides excellent customer service, addressing member inquiries and resolving issues related to FOSA services.
- Product Promotion: Promotes Sacco products and services to members.

4. Staff Management:

- Training: Trains new cashiers on accounting procedures, company policies, and customer service standards.
- Performance Management: Evaluates the performance of cashiers and provides feedback.

5. Policy Implementation:

- Implements FOSA policies and procedures as directed by the Board.
- Account Opening: Opens new accounts for members.

EDUCATION AND PROFESSIONAL QUALIFICATIONS

1. Degree in business related course from a recognized university.
2. CPA part II qualification is often preferred.
3. 3 years' experience working as a cashier/teller of which two years were in a Chief cashier position in a Sacco or a Bank.
4. Attention to detail and accuracy.
5. Proficiency in accounting software and Microsoft Office Suite, especially Excel.
6. Excellent communication and interpersonal skills.
7. A minimum of 2 years' experience in a busy financial institution.
8. Sound knowledge of Sacco laws and regulations.
9. A person of integrity, team player with effective communication skills.
10. Excellent in analytical, interpersonal and team management skills.

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JOB ADVERTISEMENT

FOSA MANAGER

Location : Setyon Sacco Limited located in Brooke, Kericho
Department : FOSA Department
Reports to : CEO
Application Deadline : August 2025
Vacancy : 1

JOB OVERVIEW

We are seeking to recruit a qualified professional to fill position of a FOSA Manager. Responsible for all aspects of FOSA business management and activities. Steer FOSA business growth and manage FOSA operations to ensure customer satisfaction while meeting regulatory compliance requirements.

KEY DUTIES AND RESPONSIBILITIES

1. Ensuring efficient and effective management of the FOSA department, and supervision of staff.
2. Lead in development and implementation of the FOSA management and marketing policies and plans to attract and retain members.
3. Designing, implementing, and promoting FOSA related products and services.
4. Ensuring compliance with the relevant statutory and regulatory requirements in execution of FOSA operations.
5. Prepare periodic reports on FOSA progress and advice the management on FOSA future business growth strategy and sustainability.
6. Daily monitoring and reconciliation of FOSA activities and transactions to ensure efficiency and effectiveness in service delivery and proper use of FOSA resources.
7. Custodian of all FOSA records while ensuring its assets and funds are well utilized.
8. Monitor FOSA operations in accordance with the Operations Manual and the relevant laws and regulations and take timely corrective action where deviations are noted
9. Ensure that the FOSA observes liquidity and cash ratios, and that adequate level of cash is maintained as required.
10. Preparing departmental budgets and ensuring adequate budgetary controls.
11. Carry out regular member satisfaction survey to monitor member satisfaction and ensure all member suggestions, complaints, views, and compliments are appropriately addressed.
12. Ensure staff under FOSA are well trained, motivated to deliver on the allocated targets in line with the annual FOSA projections and the strategic plan.



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13. Identify any irregularity including forgery, fraud, theft, cash difference, cash misappropriation and staff misbehavior in the FOSA and take appropriate action in line with the policies.
14. Performance management for the FOSA section to ensure achievement of intended targets.
15. Any other lawful duties that may be assigned from time to time.

MINIMUM QUALIFICATIONS

- A Bachelor's degree in a business-related field.
- Knowledge of relevant ERP will be an added advantage.
- Successful candidates will be required to meet the requirements of Chapter 6 of the constitution of Kenya by obtaining the necessary documentation.
- A professional accounting qualification CPA-K /ACCA/ACA/CFA and a member in good standing with ICPAK or relevant professional body.
- Minimum 5 years relevant experience and in a similar position.

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