



KENTOURS REGULATED NON-WDT SACCO SOCIETY

P.O. Box 79333-00200 Nairobi, Kenya. Tel. 0709 309 000 · Cell: 0722 968 596 or 0733 667 596
Website: www.kentours.co.ke. Email: info@kentours.co.ke

Date: 26th May 2026

RE: CAREER OPPORTUNITIES

We are a Non-WDT Sacco Society registered in 1984 and regulated by the Sacco Societies Regulatory Authority (SASRA). The SACCO has an open membership of about 5,000 spread countrywide.

We're seeking highly motivated and results-oriented Kenyan citizens with strong interpersonal and communication skills to fill the following position:

ACCOUNTS ASSISTANT

The Accounts Assistant will be responsible for:

- Recovery of loans issued to members
- Processing payments and issuance of receipts
- Updating members accounts
- Handling member savings accounts
- Assisting in preparation of management and financial reports
- Carrying out any other duties as may be assigned.

Minimum Qualifications

- Qualification in CPA Part 2
- Working knowledge of MS Office packages and ERP systems
- Aggregate of 2 years working experience in accounting, finance or related fields in a busy environment
- Diploma in Co-operative Management or Bachelor's degree in business-related studies will be an added advantage.

Applications, **clearly indicating the position applied for**, should be submitted together with an up-to-date curriculum vitae, copies of academic & professional certificates, a recent passport size photo and a copy of the National Identity card.

Shortlisted candidates will be required to further submit clearance from the Directorate of Criminal Investigations (Certificate of Good Conduct).

All applications should reach us not later than **Friday, 5th June 2026 at 4.30 pm** and may be hand-delivered, e-mailed to info@kentours.co.ke or sent via postal mail addressed to:

The Chief Executive Officer,
Kentours Regulated non-WDT Sacco Society Limited,

Commodore Office Suites, Kindaruma Road, Kilimani,
P. O. Box 79333 – 00200,
Nairobi.

Only shortlisted candidates will be contacted.

Thank you.

Philip Muchiri
Hon. Secretary

1st Floor, Commodore Office Suites, Kindaruma Road, Kilimani, Nairobi

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