



Free Pentecostal Fellowship in Kenya,
HEAD OFFICE

Kilimani, Kindaruma Road,
P.O. Box 47469-00100 G.P.O. Nairobi

Tel: +254 (020) 3870126, 3874596/7

Cell: + 254 (20) 720 300087

Email: info@fpfk.or.ke

Email: hoffice@fpfk.or.ke/info@fpfk.or.ke

Thursday, April 2, 2026

RE:VACANCY ANNOUNCEMENT:

Position: Account Assistant (2 Positions)

Duty Stations

- 1 Position – Nairobi (Guest house)
- 1 Position – Kakamega (Bukhungu)

Background

The Free Pentecostal Fellowship in Kenya (FPFK) is an evangelical church registered in Kenya, operating across 38 regions with over 2,000 congregations and a membership exceeding 350,000. The church traces its roots to a fellowship formed by Norwegian and Swedish missionaries in the 1950s and 1960s and was officially established in 1977.

FPFK's vision is a Pentecostal movement meeting the needs of society holistically based on Christian values. Its mission is to preach the Word of God to all nations in preparation for the second coming of the Lord Jesus Christ by establishing churches that address spiritual, economic, and social needs through evangelism, education, training, and socio-economic initiatives.

The organization's core values are **love, integrity, obedience, unity, humility, stewardship, and service**. FPFK also plays an active role in civil society through its membership in ACT Alliance Kenya Forum and the National Council of Churches of Kenya (NCKK).

Job Purpose

To support financial operations through accurate recording, reconciliation, reporting, and compliance, ensuring accountability and efficiency in revenue, expenditure, and financial processes.

Key Responsibilities

1. Revenue & Sales Management

- Record and reconcile daily sales (M-Pesa, POS, and bank transfers)
- Verify guesthouse bookings against payments
- Monitor revenue streams (Guesthouse and Restaurant where applicable)
- Track credit customers and follow up on payments

2. Cash & Petty Cash Management

- Maintain petty cash records with proper documentation
- Conduct daily cash counts and reconcile discrepancies
- Prepare petty cash replenishment reports

3. Accounts Payable & Expense Control

- Verify supplier invoices and prepare payments
- Maintain supplier ledgers and track outstanding balances
- Ensure all expenses are approved and supported with receipts

4. Inventory & Stock Control

- Reconcile and track stock usage against sales
- Participate in periodic stock counts
- Identify and report wastage, pilferage, or over-usage

5. Bank, Cash & M-Pesa Reconciliation

- Perform daily and monthly reconciliations
- Investigate and resolve discrepancies

6. Payroll Support

- Assist in payroll preparation and statutory deductions
- Track overtime, advances, and deductions

7. Financial Reporting & Compliance

- Prepare daily, weekly, and monthly reports (Sales, Expense, Cash Flow)
- Support budgeting and forecasting

- Maintain proper documentation for audits
- Ensure compliance with financial procedures and statutory requirements

Qualifications & Experience

- Diploma or Degree in Accounting, Finance, or related field
- CPA Part II or equivalent (added advantage)
- Minimum of 2 years' relevant experience (hospitality experience will be an added advantage for the Nairobi Guest House position)
- Proficiency in Microsoft Excel and accounting software

Skills & Competencies

- Strong analytical and numerical skills
- High integrity and accountability
- Attention to detail and accuracy
- Good organizational and communication skills
- Ability to work independently and under pressure

Key Performance Indicators (KPIs)

The successful candidates will be evaluated based on the following key performance indicators:

- **Revenue Accuracy:** Daily sales reconciled to at least **99% accuracy**
- **Cash & Petty Cash Management:** Fully reconciled daily (**100% compliance**)
- **Expense Management:** All expenses properly documented and approved (**100%**)
- **Supplier Payments:** Timely processing of at least **95%** of payments
- **Stock Control:** Maintain stock variance at $\leq 3\%$
- **Reporting:** Submission of daily, weekly, and monthly reports on time (**100%**)
- **Bank & M-Pesa Reconciliation:** Accurate and timely reconciliations (**100%**)
- **Audit & Compliance:** Minimal audit queries with **zero recurring issues**

Application Process

Interested and qualified candidates should submit their application, clearly indicating their preferred duty station, including a detailed CV and cover letter with three traceable referees of which one should be from church not later than 14th April, 2026 to:

The General Secretary,
Free Pentecostal Fellowship in Kenya
Email: info@fpfk.or.ke

FPFK - HEAD OFFICE
Free Pentecostal Fellowship in Kenya
P. O. Box 47469 - 00100, G.P.O. NAIROBI
Telephone: 3870126