

OPPORTUNITY TO SERVE



BTL, a Christian faith-based organisation, involved in Language Development, Bible Translation, Literacy and Community Development among minority languages of Kenya, is seeking to recruit highly motivated born again Christian with a good Christian standing, demonstrated spiritual maturity, integrity and a calling to serve to fill the position below.

CASHIER

The Cashier is responsible for supporting the Finance Department to ensure proper cash, inventory and record management

Key Responsibilities:

1. Processing payments
2. Inventory management
3. Cash and inventory reconciliations
4. Filling and management of finance department documents
5. Banking
6. Filling monthly returns
7. Any other clerical duties in the finance and administration department

Qualification and Experience:

1. CPA 1 or its equivalent
2. A diploma in accounting or business management will be an added advantage.

Applications with a detailed CV, copies of certificates, and three referees (Professional, Social and Church), Office and mobile telephone contacts for both applicant and referees be **emailed (Preferred)** or posted to reach the under mentioned by **Friday 24th May 2019**

HUMAN RESOURCES MANAGER
BIBLE TRANSLATION AND LITERACY,
P.O Box 44456 – 00100
Nairobi
Email: careers@btlkenya.org

Note: Only successful candidates will be contacted