

MANAGER, FINANCE

Reporting to the General Manager (Finance & Investment), he/she will be responsible for Implementation of expenditure policy and co-ordination of expenditure budgetary control; implementation of financial policies and coordination of finance related activities such as preparation of budget, Annual Statements, Management and financial reports and ensuring prompt receipting, analysis of income sources and reconciliation of bank accounts.

KEY RESPONSIBILITIES:

- Prepare, monitor, control and review annual corporate budgets for the Fund including reallocations;
- Analyze financial performance for medium and long-term business planning/forecast;
- Prepare financial reports for relevant bodies;
- Prepare board papers on financial matters;
- Reconcile general ledger and subsidiary ledgers as well as bank statements;
- Manage fixed assets register;
- Monitor and evaluate the financial information system
- Provide financial analyses and models as needed, in particular for capital investments, pricing decisions, and contract negotiations;
- Carry out end of period closures procedures for the Fund;
- Liaise with banks to resolve issues on income accounts;
- Support both internal and external financial audit process; and
- Prepare cash flow reports

JOB REQUIREMENTS/SPECIFICATIONS:

- Master's Degree in Finance, Accounting, Economics, Commerce, or related field from a recognized institution;
- Bachelor's Degree in Finance, Accounting, Economics, Commerce, or related field from a recognized institution;
- Certified Public Accountant of Kenya (CPA-K)
- Professional qualification such as ACCA and/or CFA;
- Membership to a relevant and accredited professional body such as ICPAK, ACCA and/or the CFA Institute and in good standing;
- At least ten (10) years' relevant cumulative work experience, five (5) of which should have been at senior management position;
- Leadership Course from a recognized institution or a Certificate in Corporate Governance;
- Proficiency in computer applications; and
- Fulfilled the requirements of Chapter 6 of the Constitution.

COMPETENCIES:

- Integrity;

- Good planning skills;
- Organizational abilities;
- Ethical values;
- Communication skills; and
- Attention to detail.