



Chief Manager Finance and Administration

Job Summary

Reporting to the Chief Executive Officer, the Chief Manager Finance and Administration will be responsible for strategic financial planning and management, financial advisory, resource mobilization and reporting. The job holder will be responsible for the Human Resource and Administrative function of the Society by providing leadership and support, in addition to contributing to the development and implementation of appropriate change management initiatives. The job holder will also provide effective and efficient co-ordination and supervision of management accounting, financial and treasury management through development and implementation of sound accounting and financial systems and internal control procedures in accordance with regulations, standards and Society policies and procedures.

Key Tasks and Responsibilities

- Overall management and co-ordination of the finance department by leading, directing, planning and controlling of all aspects of reporting, budgeting, final accounts and liaison with internal and statutory auditors.
- In liaison with the Chief Executive Officer (CEO), formulate corporate financial strategies, monitor and oversee their successful implementation and ensure compliance with approved policies and prudential regulatory standards.
- Create and maintain strong financial discipline, provide periodic financial information and reports on the Sacco's performance to the Board of Directors and the senior management team.
- Maintain strong internal policies, processes and control systems in order to provide timely, consistent and accurate HR, financial, treasury and management information for effective decision making.
- Maintain a good working relationship with various stakeholders towards attainment of the Sacco's corporate plans and investment programs.
- Overall management and supervision of the Human Resource and Administration Department.
- Ensuring human resources policies are updated and implemented consistently and the core values of the Sacco are upheld.
- Evaluate and measure performance against the Society strategic plan, provide recommendations to enhance organizational performance to meet shareholders' expectations.
- Attend the Board Finance, Investments and Credit (FIC) Committee meetings and the Human Resource Committee Meetings as an Ex-Officio Management member.
- Attend other Board Committee meetings as may be required.

Qualifications

- A Bachelor's Degree in Accounting, Finance or equivalent.
- Master's degree in Business Administration, Finance, Commerce, Accounting, or other related field.
- Minimum of 10 years finance and accounting experience.
- A professional accounting qualification CPA (K) or ACCA and a member in good standing of ICPAK for the last 5 years.
- Financial management experience and knowledge in all aspects of a financial institution including accounting, IFRS standards, and SASRA guidelines.
- Added advantage: Treasury Management oversight.
- Added Advantage: Financial Advisory (Financial Institutions).
- Added Advantage: HR Management.

Application details

If your career aspirations matches this exciting opportunity, please submit your application to hrservices@kpmg.co.ke, before **17 September 2021**.

Applicants will be required to provide a clearance certificate from the Ethics and Anti-Corruption Commission (EACC), a tax compliance certificate from the Kenya Revenue Authority (KRA), a certificate of good conduct, a clearance certificate from the Higher Education Loans Board (HELB) and a Credit Reference Bureau (CRB) clearance certificate.

***Only shortlisted candidates will be contacted.**