

Assistant Manager, Budget & Planning at Aga Khan University Hospital

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Job Description

Aga Khan University Hospitals in Karachi, Pakistan and Nairobi, Kenya are private, not-for-profit institutions providing high quality health care. The Main Hospitals serve as the principal sites for clinical training for the University's Medical Colleges and Schools of Nursing and Midwifery in Pakistan and East Africa. Our Vision of Aga Khan University Hospital, Nairobi is to be the premier, tertiary, teaching and referral health care facility in sub-Saharan Africa.

For over fifty years, Aga Khan University Hospital, Nairobi (AKUH) has been taking care of families in East Africa. As a private, not-for-profit hospital, we strive to provide access to quality healthcare to all who need it. At AKUH, patients are our first priority. Our team of medical professionals, faculty and staff are here to provide you and your loved ones with the highest standards of healthcare. We are committed to working together to ensure that you and your family receive outstanding medical services, first-rate facilities and compassionate care. The Aga Khan University Hospital, Nairobi has set the standard for comprehensive healthcare and modern medical education in East Africa. Our dedicated staff, advanced facilities and state-of-the-art technologies have earned the hospital great reputation as a leading medical institution and teaching hospital in the region, and beyond. Patients benefit from our unique team-based approach to care, which enables you to benefit from the diverse expertise of our entire team of medical professionals. As the teaching hospital for Aga Khan University's Medical College and School of Nursing and Midwifery, we practice an evidence-based approach to medicine, driven by the cutting-edge research conducted by our experienced faculty members. Our approach to care is guided by our core principles of Quality,

Access, Impact and Relevance.â€

Job Purpose

To ensure that monthly, quarterly financial statements and budget variance reports are developed and discussed with departmental heads as well as coordinate budget process for AKUHN.

Key Responsibilities

Financial Performance:

Provide leadership and oversight in preparation of monthly statistical reports, preparation of monthly financial, statistical, newsletters & budget variance reports.

Presentation of Budget variance reports to departmental heads

Resource utilization exercise

Budget Process:

Provide leadership in budget preparation for all departments

Hold discussions of draft budgets with input from Planning and Budgeting Senior Manager with departmental heads and program administrators

Develop inter and intra entity cost allocation models

Consolidated integrated health systems

Decision Support

Oversee all feasibility studies for all projects and equipment

Link with departmental managers to enable them to understand financial and budget process in line with goals

Prepare overall AKUHN pricing strategy and implementation

Work with departmental managers to map out overall pricing strategy.

Prepare weighted costs schedule for all departments

Costing of services and preparation of packages

Perform other duties as may be assigned by supervisor as well as participating in all team efforts as departmental needs arise

Qualifications, experience, and skills requirements

Business related degree with CPA (K) or CFA or CIMA

Minimum of 6 Years of specific accounting experience with specialization in management accounting and budgeting

Excellent interpersonal skills and team player

Positive attitude towards work and other members of the team

Ability to work under pressure with minimal supervision.

Good organizational and time management skills and ability to prioritize tasks.

Initiative, flexibility and able to work long hours when required

Must be trustworthy with good work ethics and high level of integrity

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