

Chief Finance Officer Scale 15 (XIV) at Moi University

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Job Description

Moi University is a public university located in the town of Eldoret in western Kenya. It was the second public university to be established in Kenya, after the University of Nairobi

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The Chief Finance Officer shall, under the general direction of the Vice-Chancellor, be the technical person responsible for the financial matters of the University.

Duties and Responsibilities

The Chief Finance Officer shall be responsible for:-

Providing guidance on the implementation of financial policies and procedures in the University;

Formulation and implementation of financial strategies for the University;

Organizing, controlling and supervising Finance and Accounting Units of the University;

Reviewing, planning, coordinating, designing, implementing and developing accounting services and systems in the University;

Timely submission of annual University financial statements and reports;

Setting and maintaining high Accounting Standards in the University; and advising the University Management Board on all financial matters.

For appointment to this position, a candidate must:-

Have a Master of Science (MSc), Master of Arts or Master of Business Administration (MBA) degree in Finance, Accounting, or related field;

Have a Bachelors degree in Finance, Accounting, Economics, or any other related field;

Have a Certified Public Accountant (CPA) (K), Association of Chartered Certified Accountants (ACCA) or Chartered Accountant (CA) qualification and be a member of the Institute of Certified Public Accountants and in good standing;

Have at least ten years of experience four of which should have been served as Chief Accountant or Deputy Chief Finance Officer or its equivalent in a university setting or public institution;

Have demonstrated outstanding qualities of leadership, and coordination and organizational capabilities at top management level;

Provide evidence of information communication technology skills; and meet any other requirements as may be set by Council.

An earned Doctorate degree from a recognized university, majoring in Finance, Accounting, Business Administration or equivalent will be an added advantage; and a certificate in a strategic leadership or management course of not less than four weeks' duration from a recognized institution will be an added advantage.

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