

## Deputy Director Finance

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Company: Fuzu

Location: Eldoret

Category: other-general

### Job Summary

Contract Type:

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### JOB SPECIFICATIONS

Served in the grade of Senior Accountant/ Senior Finance Officer for a minimum period of four (4) years or in a comparable and relevant position in the public service for a minimum period of ten (10) years, four (4) years of which must be at a management level;

Bachelor's degree in any of the following disciplines:- Commerce, Accounting, Finance, Business Management, Business Administration or its equivalent qualification from a recognized institution;**OR**

Certified Public Accountant II (CPA II) or Association of Chartered Certified Accountants II (ACCA II) or its equivalent qualification from a recognized institution;

Master's degree in any of the following disciplines:- Commerce, Accounting, Finance, Business Management, Business Administration or its equivalent qualification from a recognized institution;

Certified Public Accountant III(CPA-K);

Membership to Institute of Certified Accountants of Kenya (ICPAK) or relevant professional body in good standing;

Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;

Proficiency in computer applications;

Fulfilled the requirements of Chapter Six of the Constitution;

Demonstrated merit and ability as reflected in work performance and results;and

Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of the finance and accounts

### **Responsibilities**

Coordinating the development, implementation and review of policies, strategies, guidelines and procedures on finance and accounts;

Ensuring financial prudence and discipline in financial accounting, planning, treasury management and budgetary controls in compliance with Public Finance Management Act (PFMA) 2012 and International Public Sector Accounting Standards(IPSAS);

Overseeing the development and maintenance of internal financial controls, financial and accounting systems in compliance with relevant laws and regulations;

Coordinating the preparation and submission of financial and management reports in accordance with the laid down guidelines;

Administering and monitoring the Authority's budget in accordance with financial management procedures and guidelines;

Spearheading the preparation of the Authority's annual budget, Ministerial Public Expenditure Review (MPER) and Mid-Term Expenditure Framework (MTEF);

Reviewing all contracts to ensure the budgets are in line with the Authority's plans and standards of financial operations;

Coordinating tax planning and administration in compliance with relevant laws;

Providing professional advice to management on financial planning, budgeting, cash flow and investments;

Maintaining books of accounts, accountable documents and Authority's fixed Asset Register;

Coordinating external financial audits in the Authority;

Spearheading the development and implementation of the division's strategic plans, budgets, performance contracts and staff performance appraisal;

Ensuring compliance with principles of good governance, transparency, accountability, ethics and integrity; and

Managing and developing staff in the division.

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