

Finance Manager at Choice Microfinance Bank

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Choice Microfinance Bank is a community based microfinance bank headquartered in Rongai, Kajiado County, Kenya. We offer a full range of Microfinance banking and financial services with a level of personalized service that we hope will exceed your expectations. Please come visit us and we will tailor our services to meet your specific financial needs. Vision To be the leading financial institution of choice, by providing a global customer experience and enhancing superior shareholder value Mission Eradicating poverty in the nation through banking solutions Values Integrity Customer focus Professionalism Innovation Team Work Choice Microfinance Bank started as a diaspora story that has evolved to become a local story as well. It is a link of Kenyan Diaspora Investments to the local people's need of small credit facilities to improve their livelihood and break the poverty cycles. The idea traces its roots to the mid 's & 's when Kenyans migrated in masses to the U.S in search of opportunity. After years of being in the land of opportunity there was a strong desire to create opportunities for Kenyans back home.

The main duties and responsibilities of this position entails: –

Manage the Monthly/Quarterly/Annual financial reporting and submission as per Group's timelines, ensuring proper controls on financial reporting in compliance with IFRS/IAS, Companies Act, and Taxation Act, IRA guidelines and the Company's policies and procedures.

Manage, review, and approve all payments within the board approved limit for expenses,

underwriter and medical provider's payments.

Manage the receivables process by ensuring adherence to Choice MFB credit policy- daily/weekly tracking and reporting of receivables per region, monthly IFRS 9 provisions tracking.

Manage the audit process, review the submissions for external audits and closure of audit queries.

Manage the liquidity position of the unit ensuring accurate plan of cashflows and investment of excess liquidity in line with the investment policy.

Manage the reconciliation of all ledger accounts of the unit for accuracy of the monthly GL reconciliations and Bank reconciliations.

Provide accurate and timely financial planning and budgeting input for the unit in compliance with the Choice MFB guidelines.

Review the expenditure plans, track expenditure as per budget and analyze and report any significant variance to management with recommended actions. Ensuring all taxes are filled/paid in time in compliance with the relevant regulations.

Lead a team of Assistant Finance officers

The Person

The ideal candidate will have the following qualifications

Bachelor's Degree in Commerce (Finance or Accounting Option), Economics or related field

Professional Qualifications in Accounting (CPAK/ACCA)

At least 4 years' experience in a bank or micro finance institution

Key Competences

A person of integrity with excellent analytical and report-writing skills.

Strong leadership and organizational skills.

Results-oriented with strong analytical skills and strategic thinking.

Ability to work independently and effectively on strict deadlines.

Good communication, presentation, and interpersonal skills.

Knowledge of computerized banking systems

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