

## Senior Finance Officer

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Company: Career Directions Limited (CDL)

Location: Nairobi, Kenya

Category: business-and-financial-operations

Our client, an investment Cooperative Society registered under the Co-operative Societies Act Cap 490, seeks to recruit a Senior Finance Officer to join their dynamic team. Position: Senior Finance Officer Reporting to: CEO Job Description: Reporting to the CEO, the Senior Finance Officer will be responsible for the overall financial affairs including financial reporting, cash flow management, and development of strategies to guide the Society in making sound financial business decisions in the short and long term. Key Responsibilities Support the development and implementation of Societys strategic, business, and operational plans. Ensure all financial resources, facilities, equipment, and any other assets of the Society are accounted for and returns on investment are achieved as outlined in strategic and business plans. Facilitate development and periodic review of structures, systems, policies, and procedures for financial management that provide for efficiency and effectiveness in operations and delivery of services. Ensure compliance with professional accounting standards, organizations ethics, relevant laws and regulations, tax requirements, and internal policies and procedures, and also ensure that contractual obligations are met. Keep track of, disseminate, and provide technical advice to management and the Board on developments, trends, and emerging issues in financial management from both local and global environments. Supervise all aspects of financial management and accounting procedures and processes for the Society. Maintain accurate, complete, and reliable financial and accounting records, statements, and reports - general and subsidiary ledgers and corporate financial statements. Manage the process of budget preparation, monitor performance against budget every month, and advise on periodic review needs. Ensure that various project financiers' reporting

requirements are met in an accurate and timely manner. Manage the organizations payroll. Ensure management, statutory reports, and returns are prepared and submitted promptly. Coordinate the annual planning, budgeting, and budget consolidation processes. Support the acquisition and disposal of movable and immovable properties, machinery, and equipment keeping track of maintenance costs vis a vis depreciation and value of the assets. Build and maintain productive relationships with key stakeholders and represent Society in relevant forums as assigned. Ensure effective cash management, monitor and control all bank accounts operated by the Society, manage liquidity and cash flows, and ensure that funds are deposited in, and payments made from the correct/designated accounts. Facilitate cost-effective and value (for money) banking services (interest rates, exchange rates, and transaction charges). Supervise the preparation of monthly cash-flow statements, bank reconciliations, and reconciliation of internal accounts such as receivables and payables, and ensure un-reconciled items are addressed immediately. Analyze and interpret financial reports for use by management, Board, and other relevant stakeholders. Ensure that accounting documents and records are correctly filed, securely kept, and readily available for internal, external, and any special audits. Maintain an accurate and up-to-date fixed asset register for the organization. Ensure that internal audit activities are carried out and manage the annual external audits and any special audits. Provide timely responses to issues that are raised by internal Auditor and in management letters from external audits and ensure both emerging issues and recommendations are adequately addressed. Mentoring, coaching, and performance management of the finance team. Undertake any other assignment as may be directed by your supervisor from time to time.

**Requirements**

**REQUIREMENTS**

**Qualifications**

Bachelors degree in commerce (Accounting/Finance option), Business Management (Accounting/Finance option), Economics or equivalent qualification from a recognized institution. Qualified Accountant (CPA (K), ACCA or Equivalent Be a member of a relevant professional body in good standing

**Key Responsibilities**

At least 8 years of Financial and Management Accounting experience with 3 years in leadership. Demonstrated professional competence and administrative capability

**Strong Financial and Accounting knowledge**

Financial analysis and reporting experience

**Good knowledge of accounting software**

**Strong analytical skills and attention to detail**

If you believe you meet the role specifications and can clearly demonstrate your abilities for this role, please submit your application, including copies of relevant academic and professional certificates and testimonials, your CV and contacts of 3 referees, details of your current position, and current remuneration, via the apply button.

Email or hard copy applications will not be accepted. All applications must be submitted through the e-recruitment portal to be considered. Applications must be received by Friday, 19th April 2024. NOTE: Only shortlisted candidates will be contacted. Our client is an Equal Opportunity Employer (EOE) committed to diversity and gender diversity. Canvassing will lead to automatic disqualification.

Bachelor's degree in commerce (Accounting/Finance option), Business Management (Accounting/Finance option), Economics or equivalent qualification from a recognized institution.

7-10 years

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**Responsibilities** At least 8 years of Financial and Management Accounting experience with 3 years in leadership. Demonstrated professional competence and administrative capability **Strong** Financial and Accounting knowledge Financial analysis and reporting experience **Good** knowledge of accounting software **Strong** analytical skills and attention to detail If you believe you meet the role specifications and can clearly demonstrate your abilities for this role, please submit your application, including copies of relevant academic and professional certificates and testimonials, your CV and contacts of 3 referees, details of your current position, and current remuneration, via the apply button. Email or hard copy applications will not be accepted. All applications must be submitted through the e-recruitment portal to be considered. Applications must be received by Friday, 19th April 2024. NOTE: Only shortlisted candidates will be contacted. Our client is an Equal Opportunity Employer (EOE) committed to diversity and gender diversity. Canvassing will lead to automatic disqualification.

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