



## DETAILED JOB DESCRIPTION

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### 1. GENERAL MANAGER FINANCE - KRBR144 (Re-advertised)

**Reporting to:** The Managing Director

**Employment type:** Contract of 5 years' renewable once

**Work Station:** Nairobi

#### **Duties and Responsibilities**

- i) Developing and overseeing the implementation of a dynamic Finance strategy that is able to deliver exemplary services and results as envisioned in the strategic plan.
- ii) Develop the Corporation's budget and continuously monitor and evaluate its implementation.
- iii) Giving oversight to the Corporation financial affairs and advise the Corporation on financial planning strategies and policies.
- iv) Ensuring effective and efficient management of the Corporation's Resources including Finances and Assets.
- v) Ensuring the provision of meaningful, accurate and prompt financial and management accounts and reports to the Managing Director and the Board.
- vi) Negotiating with banks, donors and development partners for appropriate support.
- vii) Participating in the development and review of the Corporation's strategic plan.
- viii) Ensuring compliance with Public Financial Management Act, IPSAS and IFRS and ISO Standards and legal and regulatory policies.
- ix) Reviewing the financial plans in line with the overall strategic objectives and Government performance contract.
- x) Construct and monitor reliable control systems.
- xi) Understand and mitigate key elements of the Corporation's financial risk profile.
- xii) Overseeing the operations of Finance & Accounting Divisions.

## **Required Qualifications**

- i) Master's Degree in a relevant field from a recognized institution;
- ii) Bachelor's Degree in Commerce/ Finance or its equivalent from a recognized institution
- iii) A Certified Public Accountant or its equivalent
- iv) Registered member of with ICPAK and in good standing
- v) A minimum of twelve (12) years relevant experience, five (5) of which must have been in Senior Management position.
- vi) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
- vii) Proficiency in computer applications.
- viii) Meets the requirements of Chapter Six of the Constitution of Kenya 2010.

## **Skills and Competences**

- i) Strong Report writing and presentation skills.
- ii) Strong analytical and critical thinking skills.
- iii) Good interpersonal relationship skills.
- iv) Ability to maintain professional status and keep abreast with evolving Finance/Accounts trends through continuous Finance/Accounts education.
- v) Ability to maintain confidentiality of information obtained in the course of work.
- vi) Demonstrated merit and ability as reflected in work performance and results.
- vii) Good time management and team leadership skills.