

Designation: Snr. Finance Officer.

Job Group: Fabian 05.

Department: Finance & Treasury.

1) Group Remuneration: -

1. Basic Salary: 120,000 × 4,200 - 124,200 × 4,347 - 128,547 × 4,499 - 133,046 × 4,657 - 137,703
2. Housing Allowance: 18,000 × 630 - 18,630 × 652 - 19,282 × 675 - 19,957 × 698 - 20,655
3. Commuter Allowance: 12,000 × 420 - 12,420 × 435 - 12,855 × 450 - 13,305 × 466 - 13,770

2) Minimum Requirements: -

1. Holders of a Kenya National Identity Card.
2. A valid Certificate of Good Conduct from the Kenya National Police Service.
3. A valid Clearance Certificate from the Ethics and Anti-corruption Commission.

3) Specific Requirements: -

1. Bachelor of Commerce (Accounting Option), or an equivalent qualification.
2. Certified Public Accountant of Kenya (CPA-K).
3. Member of the Institute of Certified Public Accountants of Kenya (ICPAK).
4. Senior management course lasting not less than 4 weeks.
5. Proficiency in the use of Microsoft Windows and Office.
6. Eight (8) years continuous work experience in undertaking finance and accounting functions in a corporate establishment in either the public or private sector.

4) Job Description: -

1. Shall report to the Manager: Finance & Procurement.
2. Shall undertake duties and responsibilities below in accordance with company policies and standard operating procedures: -
 - a) Middle-Level Management of staff in the Finance section under Job Groups Fabian 06 ~ Fabian 08. This shall include: - daily work allocation; annual staff appraisal; and handling staff time-off from work.
 - b) Middle-Level Management of Finance functions. This shall include: - Verification of accounts payable and accounts receivable journal entries; Preparation of financial statements and reports; Participate in internal and external financial audits; Handling the remittance of employee monthly statutory deductions (i.e., NHIF, NSSF and PAYE) as well as monthly and annual returns (i.e., VAT and Income Tax).
 - c) Supervision & coordination of Internship, Apprenticeship and Continuous Professional Development (CPD) programs in the Finance section.