

**Designation:** Finance Officer.  
**Job Group:** Fabian 07.  
**Department:** Finance & Treasury.

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## 1) Group Remuneration: -

1. Basic Salary: 60,000 × 2,100 - 62,100 × 2,174 - 64,274 × 217 - 66,523 × 2,328 - 68,851
2. Housing Allowance: 6,000 × 210 - 6,210 × 217 - 6,427 × 225 - 6,652 × 233 - 6,685
3. Commuter Allowance: 9,000 × 315 - 9,315 × 326 - 9,641 × 337 - 9,978 × 349 - 10,328

## 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. Certified Public Accountant of Kenya (CPA-K).
2. Proficiency in the use of Microsoft Windows and Office.
3. Three (3) years continuous work experience in a finance/accounting role in a corporate establishment either in the public or private sector.

## 4) Job Description: -

1. Shall report to the Finance Coordinator.
2. Shall undertake duties and responsibilities below in accordance with company policies and standard operating procedures, i.e.: -
  - a) Validate and upload supplier invoices into SAP as appropriate.
  - b) Generate invoices to customers in SAP as appropriate.
  - c) Implement accounting functions in SAP.
  - d) Preparation of financial reports in SAP.
  - e) Manage Petty Cash through SAP.
  - f) Provide assistance to financial auditors as required.
  - g) Provide assistance with monthly and annual filing of tax returns as required.
  - h) Coordinate with the legal department in implementing resolution of tax disputes.
  - i) Coordinate with supplier and customer finance teams in resolving disputes arising from incorrect invoicing.
  - j) Undertake regular surveys of the Chart of Accounts in SAP to ensure that all financial transactions are updated and posted correctly.