

OPEN VACANCY AT KAM

The Kenya Association of Manufacturers (KAM) is a membership organization representing over 750 leading manufacturing and value-add companies in Kenya. KAM is seeking to competitively fill the following vacant position:-

Finance Manager

Designation:	Finance Manager	Section:	Finance
Reporting to:	Head of Operations	Supervises:	Accountants
Location:	Nairobi	Type:	Permanent

Job Purpose:

This position is responsible for designing and implementing effective financial management systems: Ensuring that KAM remains a financially sustainable institution.

Key objectives

- Effective internal controls
- Effective financial management
- Compliance with accounting standards
- Prudent management of resources
- Efficient budgetary monitoring
- Statutory audits
- Motivated employees
- Timely and accurate financial reports

Duties and Responsibilities:

- Ensure strong financial oversight in KAM, including for all projects and kitties;
- Ensure there is an up-to-date finance policy in place and that it is adhered to;
- Ensure compliance with Accounting policies and procedures and accounting standards (governance and statutory compliance);
- Ensure effective financial management in KAM-This includes managing the preparations of KAM's annual budgets; An effective mechanism for budget controls, cost accounting and effective internal controls for all KAM own income, grants, kitties and so on; Ensuring timely bank transactions management
- Collaborate with management on development and execution of fundraising/income generation strategies;
- Identifying, measuring, analysing information with financial implications to facilitate decision making;
- Carrying out operational performance analysis and providing accurate and timely management accounting reports and business performance data
- Ensuring proper maintenance of assets and depreciation schedules
- Ensures statutory audits are carried out in a timely manner;
- Efficient management of debtors and suppliers;
- Conduct frequent intelligence on investments opportunities for KAM and advice management;

- Examine financial and legal documents to verify accuracy and adherence to financial regulations and acceptable financial principles;
- Provide support to the units to ensure KAM products are competitively priced;
- Supervising, appraising and ensuring appropriate training of personnel in the department
- Performing any other duties as may be assigned by the Chief Executive.

Qualifications:

- Bachelor of Commerce (Accounting or Finance Option) or Equivalent
- MBA is an added advantage
- Experience in project management and Financing
- Holder of CPA (K) or Equivalent
- At least five (5) years' relevant work experience in a management level position with a comparable organization
- Excellent interpersonal and presentation skills.
- Ability to generate respect and trust from staff and external constituencies.
- Strong leadership skills and a team player

Application:

Qualified and interested candidates may complete the online application and submit their **CV only** to hr@kam.co.ke indicating the word "**Finance Manager**" on the subject line of the email to reach us **not later than October 23, 2017.**

Follow link to apply:

[https://docs.google.com/forms/d/e/1FAIpQLSfjPxDBwCcGGtw2vsoSMuc7DepsuKuwoYu9jVXERdo0v7TnsQ/viewform?c=0&w=1&usp=mail form link](https://docs.google.com/forms/d/e/1FAIpQLSfjPxDBwCcGGtw2vsoSMuc7DepsuKuwoYu9jVXERdo0v7TnsQ/viewform?c=0&w=1&usp=mail_form_link)

Only short-listed candidates will be contacted