



## **VACANCY: FINANCE MANAGER POSITION**

The Kenya Association of Manufacturers (KAM), established in 1959, is a business membership organization representing over 750 leading manufacturing and value-add companies in Kenya. KAM is seeking to competitively fill the following vacant position:-

**Designation:** Finance Manager      **Reporting to:** Head of Finance & Operations  
**Supervises:** 4 Staff members      **Contract Type:** Permanent  
**Location:** Nairobi

### **Job Purpose:**

The Finance Manager is responsible for overseeing all financial accounting activities and services for a high-quality, results-oriented performance business.

### **Duties and Responsibilities**

The specific duties and responsibilities will include, but not limited to the following:-

#### **Finance Management and Leadership**

1. Preparation of monthly cashflow projections and quarterly organizational forecasts to shore up the company's cashflow position, to ensure that there is a balance between investments and availability of cash to fund operational activities.
2. Preparation and presentation of the monthly management accounts and reports, review and analysis of the same, as well as carrying out the monthly balance sheet reconciliations.
3. Ensuring that all relevant statutory deductions are filed and remitted to the relevant government agencies monthly as well as filing of all tax-related issues (VAT, WHT, WHVAT, Annual corporate income taxes).
4. Take lead in producing the final accounts in readiness for the annual statutory audit report as well as take lead in all project and kitty-related audits and ensure that they not only run smoothly but that the reports are also unqualified.
5. Take lead in consolidating the organizational budget and fact-checking the same before review and approval by the Board.
6. Cost management and accounting to ensure that costs are charged to the correct budget lines and within approved limits.
7. Carry out monthly and YTD costs and budget variance analysis and provide reasons for any variances.
8. Schedule and facilitate smooth and timely audits for legal and regulatory compliance.
9. Ensure that all donor and project-related funds are used appropriately as per approved grant agreements and all financial donor reports are presented to donors as and when they fall due.
10. Cultivate and maintain a good relationship with relevant KAM finance partners, such as Banks and other stakeholders.

## **Team Development/Management**

- Manage the Finance Team to support the development and execution of the KAM Finance Strategy.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Mentor and develop staff using a supportive and collaborative approach on a consistent basis.
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, and conduct annual performance appraisals and advise on rewarding performance.
- Perform other duties as may be assigned by the CEO.

## **Person Specification, Attributes and Qualifications:**

- Bachelor's Degree in either Finance, Accounting, or Business Administration from a recognized university.
- Professional qualification - Either CPA-K or ACCA finalist and professional affiliation.
- Minimum of 10 years' (6 years at a senior management role) experience in accounting/finance experience with demonstrated success, preferably in a not-for-profit or in an association comparable to KAM.
- Good knowledge of accounting principles & standards (IFRS & GAAPs).
- Robust financial reporting & management skills.
- Analytical & research skills.
- Ability to multi-task and deliver amid tight delivery schedules.
- Ability to communicate and work well with others in different teams/units.
- Familiarity with accounting software and advanced Microsoft Excel.
- Demonstrated skill and comfort in proactively building and nurturing relationships with key stakeholders.
- Experience in mentoring and coaching teams on financial/accounting matters.
- Strong interpersonal skills, articulate and persuasive communicator, written and oral.
- Ability to work in a multi-cultural setting.

## **How to Apply:**

Interested and qualifying candidates should complete the online application and submit their CV and Application letter only to [hr@kam.co.ke](mailto:hr@kam.co.ke) indicating the words "**Finance Manager**" on the email subject line, so as to reach us **not later than June 29, 2022**. Click on Link [here](#) to apply: **Shortlisting shall be on a rolling basis and only the shortlisted shall be contacted.**