

## JD 029\_ JOB DESCRIPTION FOR ASSISTANT MANAGER RECEIVABLES, FINANCE

### HEAD OFFICE NAIROBI

<b>Job Title</b>	Assistant Manager, Finance
<b>Grade</b>	KS 5
<b>Corporation/Organization</b>	Kenya Bureau of Standards
<b>Directorate</b>	Finance and Strategy
<b>Department</b>	Finance
<b>Division</b>	a) Management Accounts b) Financial Accounts
<b>Section / Unit</b>	a) Management Accounts b) Receivables c) Financial Reporting d) Payables e) Payroll
<b>Location / Work Station</b>	KEBS Headquarters-Nairobi
<b>Reporting Relationships</b>	
<b>Reports to</b>	Manager, Finance or Chief Manager, Region
<b>Direct Reports</b>	a) Principal Accountant Financial Accounting b) Principal Accountant Receivables c) Principal Accountant Payables d) Principal Accountant Management Accounts e) Principal Accountant payroll
<b>Indirect Reports</b>	a) Senior Accountants b) Accountants c) Senior Assistant Accountants d) Assistant Accountants

<b>Job Purpose</b>
Coordinates implementation, monitoring, maintenance and review of finance policies, strategies, and procedures in the assigned section/region to improve the financial health of the organization for realization of KEBS mandate on Standards, Metrology and Conformity Assessment (SMCA) with an annual budget of KES 6 Billion. This is to promote local, regional and international trade and ease of doing business while safeguarding consumer health and safety, protection of environment in line with Articles 42, 43(a, b, c & d), 46 (a, b & c) of the Constitution of Kenya and the Standards Act (Cap 496 Laws of Kenya); and entrenchment of a culture of quality for the realization of Kenya's vision 2030, African Union Agenda 2063 and United Nations Sustainable Development Goals.

## Key Responsibilities/ Duties / Tasks

### I. Managerial / Supervisory Responsibilities

- a) Coordinates and is accountable for the implementation, monitoring, and review of finance policies, strategies, procedures in the assigned section/region to improve the financial health of KEBS for the realization of KEBS mandate on Standards, Metrology and Conformity Assessment (SMCA), United Nations Sustainable Development Goals, Kenya Vision 2030 and African Union Agenda 2063;
- b) Oversees the implementation and maintenance of effective, efficient and transparent internal controls systems, management and financial accounting systems to ensure that financial transactions are recorded and reported accurately in the assigned section in compliance with the relevant laws and regulations;
- c) Leads in the development of quarterly and annual financial statements in compliance with the requirements of International Public Sector Accounting Standards (IPSAS), Public Finance Management Act (PFM) and other reporting guidelines;
- d) Guides in Payroll and tax administration in the organisation to ensure compliance with statutory requirements and minimize exposure to financial loss, improve cash management and timely disbursements of salaries;
- e) Supervises identification of best investment opportunities in order to maximize return on investments and enhance financial sustainability;
- f) Coordinates the maintenance of the fixed Assets register and books of accounts to keep track of the financial transactions and for traceability of the assets in compliance with the relevant laws and other requirements;
- g) Establishes, implements, monitors, evaluates and improves Management Systems adopted by KEBS in the section for the purpose of ensuring efficiency, effectiveness and sustained customer satisfaction;
- h) Develops and implements the Risk Management Framework in the section to mitigate against the negative effects of risks and take advantage of opportunities;
- i) Coordinates the implementation of business continuity strategies to ensure resilience and sustainability of section's processes, products and services;
- j) Guides in the implementation of performance management and productivity improvement strategies, policies and tools in the section to ensure effective monitoring and evaluation of KEBS processes, products and services; and
- k) Coordinates identification and provision of the section's human and physical resources for effective implementation and achievement of strategic objectives.

### II. Operational Responsibilities / Tasks

- a) Coordinates development and implementation of sectional work plans, annual budgets and procurement plans;

- b) Reviews and submits quarterly and annual financial statements in compliance with International Public Sector Accounting Standards (IPSAS), Public Finance Management Act (PFM) to the Manager, Finance;
- c) Supervises collection of funds due, disbursements and bank accounts reconciliations to meet KEBS financial obligation and safeguard resources in delivery of the corporate objectives;
- d) Supervises the maintenance and control of corporate financial databases and accountable documents for purposes of safeguarding KEBS physical and information assets;
- e) Provides technical advice to legal department and acts as an expert witness in courts, tribunals and legal committees on issues related to finance;
- f) Coordinates resolution of issues raised by internal and external financial audits in the section;
- g) Recommends the expenditure for the section to the Manager Finance for consideration;
- h) Monitors Corporate Annual budgets to ensure that revenue and expenditure is kept in line with the budget and provides management with business and management accounts reports with the aim of ensuring business decision making and to support the delivery of KEBS services;
- i) Coordinates the daily operations of the business accounts, monitors and analyses accounting data to ensure quality reporting;
- j) Monitors adherence and compliance with Service Charter commitments, Service Level Agreements (SLA) and Memoranda of Understanding (MOU's) with Agent banks and other principals to safeguard against risks;
- k) Sets sectional targets, reviews and approves performance targets, monitors implementation and submits performance reports to the Manager, Finance;
- l) Identifies and develops staff competencies in the section through formal training programs, mentorship, coaching and on-the-job training to deliver departmental objectives; and
- m) Allocates duties and approves leave for direct reports.

<b>Job Dimensions:</b>
<b>I. Financial Responsibility</b>
<ul style="list-style-type: none"> <li>a) Accountable for the section's budget of Approximately KES 4.2 Million</li> <li>b) Generates income from Investment funds of Approximately KES 2.7 Million</li> <li>c) Implementation of cost minimization and resources optimization strategies</li> </ul>
<b>II. Responsibility for Physical Assets</b>
<ul style="list-style-type: none"> <li>a) Coordinates the maintenance of Corporate physical and Intangible assets databases;</li> <li>b) Responsible for physical/intangible assets assigned in the section</li> </ul>
<b>III. Decision Making / Job Influence</b>
<p>Makes;</p> <ul style="list-style-type: none"> <li>a) Operational decisions</li> <li>b) Financial decisions</li> </ul>
<b>IV. Working Conditions</b>

- a) Works predominantly within the office
- b) Expected travels within and outside the country

**Job Competencies (Knowledge, Experience and Attributes / Skills).**

**Academic qualifications**

Bachelor's Degree in Business related field

**Professional Qualifications / Membership to professional bodies**

**Professional Qualifications**

- a) Certified Public Accountant, CPA (K);
- b) Chartered Financial Analyst (CFA);
- c) Certified Investment and Financial Analyst (CIFA); or
- d) Association of Chartered Certified Accountants (ACCA).

**Membership to professional bodies**

- a) Institute of Certified Public Accountant of Kenya (ICPAK) and in good standing;
- b) Institute of Certified Investment and Financial Analyst (ICIFA) and in good standing;
- c) Institute of Chartered Accountants (ICA) and in good standing or
- d) Chartered Financial Analyst Institute (CFAI) and in good standing

**Previous relevant work experience required.**

At least 8 years' relevant experience out of which 3 years must have been in a Supervisory level

**Functional Skills, Behavioral Competencies/Attributes:**

**Functional**

- a. Financial management skills
- b. Auditing Skills
- c. Strategic management skills
- d. Analytical skills
- e. Investigation skills
- f. Negotiation skills
- g. Project management skills
- h. Information, communication, and technology skills
- i. Presentation skills
- j. Report writing skills

**Behavioural**

- a) Counselling skills.
- b) Problem solving skills
- c) Time management skills
- d) Communication skills
- e) Interpersonal skills

