



JOB DESCRIPTION FOR MANAGER, MANAGEMENT ACCOUNTS

Job Reference: KEBS/HR/INT/DEC24_01

Job Title	Manager, Management Accounts
Grade	KS 4
Corporation/Organization	Kenya Bureau of Standards
Directorate	Finance and Strategy
Department	Finance
Division	a) Management Accounts b) Financial Accounting
Section / Unit	N/A
Location / Work Station	KEBS Head Office, Popo Road, Off Mombasa Road
Reporting Relationships	
Reports to	Chief Manager, Finance
Direct Reports	a) Assistant Manager Financial Accounting b) Assistant Manager Receivables c) Assistant manager Payables d) Assistant Manager Management Accounts
Indirect Reports	a) Principal Accountant Financial Accounting b) Principal Accountant Receivables c) Principal Accountant Payables d) Principal Accountant Management Accounts e) Principal Accountant payroll
Job Purpose	
<p>Coordinates and is responsible for development, implementation, monitoring, maintenance and review of finance policies, strategies and procedures in the assigned division to improve the financial health of the organization for the purposes of facilitating and supporting 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.</p> <p>Articulates KEBS position on matters of finance and negotiates on behalf of the organization at National, Regional and International level to enhance sustainability of KEBS operations.</p>	
Key Responsibilities/ Duties / Tasks	

I. Managerial / Supervisory Responsibilities

- a) Coordinates and is responsible for development, implementation, monitoring, and review of finance policies, strategies, procedures in the assigned division 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) Coordinates and is responsible for implementation and maintenance of effective, efficient and transparent internal control systems, management and financial accounting systems to ensure that financial transactions are recorded and reported accurately in the assigned division in compliance with the relevant laws and regulations;
- c) Coordinates the development and implementation of the annual corporate budget and Medium Term Expenditure Framework in compliance with provisions of Public Finance Management Act and Regulations;
- d) Coordinates and is accountable for 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;
- e) Guides in financial planning using projection models and other financial tools in the assigned division and disseminates the information to the various internal and external stakeholders for effective financial management;
- f) Coordinates tax planning and management to ensure compliance with statutory requirements; minimize exposure to financial loss and improve cash management;
- g) Coordinates negotiations with financial institutions on investment opportunities in order to maximize return on investments and enhance financial sustainability of the organisation
- h) Coordinates and is accountable for the maintenance of the fixed Assets register and books of accounts to keep track of the financial transactions, traceability of the assets and also to ensure compliance with relevant laws and other requirements;
- i) Coordinates creation and maintenance of financial linkages and partnerships with National, Regional and International organizations to enhance efficiency in delivery of mandate and maintain international recognition;
- j) Provides guidance in articulation of KEBS position on matters of finance and negotiates on behalf of KEBS at National level to enhance sustainability;
- k) Coordinates establishment, implementation, monitoring, evaluation, and improvement of Management systems adopted by KEBS for the purpose of ensuring efficiency, effectiveness, and sustained customer satisfaction in the division;
- l) Leads in development and implementation of the Risk Management Framework in the division to mitigate against the negative effects of risks and take advantage of opportunities;
- m) Coordinates development and implementation of business continuity strategies to ensure resilience and sustainability of division's processes, products and services;
- n) Coordinates identification and provision of division's human and physical resources for effective implementation and achievement of strategic objectives;
- o) Leads in development and implementation of performance management and productivity improvement strategies and policies in assigned division to ensure effective monitoring and evaluation of division's processes, products, and services.

II. Operational Responsibilities / Tasks

- a) Coordinates development and implementation of work plans, budget, Medium term expenditure framework and procurement plans in the division;
- b) Coordinates the development, review and submission of quarterly and annual financial statements in compliance with International Public Sector Accounting Standards (IPSAS), Public Finance Management Act (PFM) to the Chief Manager, Finance for consideration;
- c) Coordinates collection of funds due to the organisation, disbursements and reconciliations to enable KEBS to meet her financial obligations and safeguard resources to ensure delivery of corporate objectives;
- d) Provides technical advice to the Chief Manager, Finance and the other directorates on financial matters to ensure efficient and cost effective running of the organization in realization of KEBS mandate;
- e) Coordinates the development, maintenance and control of corporate databases and accountable documents for purposes of safeguarding KEBS physical and information assets;
- f) Coordinates setting of targets, reviews and approves divisional performance targets, monitors implementation and submits performance reports to the Chief Manager; Finance;
- g) Provides technical advice to legal department and acts as an expert witness in courts, tribunals and legal committees on issues related to finance;
- h) Coordinates the resolution of issues raised by internal and external financial audits;
- i) Recommends the expenditure for the division to the Chief Manager Finance and approves expenditure per allocation;
- j) Coordinates the Preparation of reports for best investment decision opportunities and provides management with business costing related to short-term and long-term investments;
- k) Leads in monitoring 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;
- l) Oversees the daily operations of the business accounts, monitors and analyses accounting data to ensure quality reporting;
- m) Adheres and complies with Service Charter commitments and Service Level Agreements (SLA) and Memoranda of Understanding (MOU's) with Agent banks and other principals to safeguard against risks and enhance compliance;
- n) Sets divisional targets, reviews and approves sectional performance targets, monitors implementation and submits performance reports to the Chief Manager, Finance;
- o) Collaborates with other departments to enhance operational efficiencies and effectiveness of service delivery;
- p) Coordinates identification and development of staff competencies in the division through formal training programs, mentorship, coaching and on-the-job training to deliver departmental objectives;
- q) Allocates duties and approves leave for direct reports.

Job Dimensions:

I. Financial Responsibility

- a) Accountable for the division's budget of approximately KES 21 Million
- b) Manages working capital of approximately KES 1Billion
- c) Contributions from Investment funds of approximately KES 2.7 Million
- d) Implementation of cost minimization and resources optimization strategies.

II. Responsibility for Physical Assets

<ul style="list-style-type: none"> a) Coordinates the maintenance of corporate physical and Intangible assets database; b) Responsible for physical/intangible assets in the division
III. Decision Making / Job Influence
<ul style="list-style-type: none"> a) Operational decisions. b) Financial decisions
IV. Working Conditions
<ul style="list-style-type: none"> 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
<p>Professional Qualifications</p> <ul style="list-style-type: none"> a) Certified Public Accountant, CPA (K); b) Chartered Financial Analyst (CFA);or c) Certified Investment and Financial Analyst (CIFA) d) Association of Chartered Certified Accountants (ACCA). <p>Membership to professional bodies</p> <ul style="list-style-type: none"> 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 managerial level