

NGANDORI -NGINDA WATER CONSUMERS ASSOCIATION.

EMAIL: ngandoriwater@yahoo.com



PO BOX 1328-60100

TEL NO: 0709-747-759

EMBU-KENYA.

Date: 27/05/2019

Ngandori Nginda Water Consumers Association is a water service provider mandated to provide water to part of manyatta constituency in Embu County. In view of this and as part of fulfilling its mandate, NNWCA is seeking to fill the following Management position with customer service oriented, qualified and experienced individual who seek to be part of a result oriented team.

FINANCE MANAGER REF.NO. 11/2019

The Finance Manager is responsible for the finance function of the Association to perform financial analysis and as per laid down procedures.

Responsibilities

- Developing a framework for sound financial management and reporting
- Developing and reviewing financial and accounting policies and procedures in the Association
- Analyzing viability of new business ventures and services for the Association
- Planning, coordinating, implementing and controlling financial resources and accounting procedures
- Leads development and approval of annual budgets.
- Develops clear systems and structures for sound financial management
- Develops appropriate internal controls systems
- Ensuring preparation of financial statements compliant with finance and accounting standards and regulations
- Ensuring preparation and presentation of financial reports to the board as per approved policy
- Attending to queries raised in the audit reports
- Preparing timely and accurate reports and distributing to appropriate users
- Ensuring the policies and fixed assets are followed and reconciliation report prepared as and when required
- Ensuring achievement of set goals and objectives of the Association
- Carrying out reconciliation of all accounts as per approved policy
- Ensuring timely maintenance of all assets used by the Association
- Monitoring the utilization of Association assets/resources
- Coordinating preparation of budgets and ensuring implementation and controls as per approved levels
- Develop, approved customer service, strategies and operating plans that reflect the longer-term corporate goals and priorities of NNWCA

- Create a communication system that transcends between the Association and customers to evolve a conducive working atmosphere & ensuring a positive corporate image
- Formulate a finance staff development plan.
- Ensure appropriate materials are stocked at optimal levels and supplied to various departments at the right time as well as providing necessary records and information
- Performing related work as may be required.

Qualifications

- Bachelor's degree in Finance, Accounting, Economics, Strategic Management or any other Business-related field from a recognized institution
- CPA (K), ACCA or relevant professional qualification
- Member of a professional body in good standing
- At least 3 years' experience in a managerial or supervisory position

Remuneration

An attractive remuneration package commensurate with responsibility of the job and the experience of the individual will be negotiated with the successful candidate.

Candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing the following:

- Certificate of Good Conduct from the Directorate of Criminal Investigations;
- Clearance Certificate from the Higher Education Loans Board;
- Tax Compliance Certificate from the Kenya Revenue Authority;
- Clearance from the Ethics and Anti-Corruption Commission; and
- Report from an Approved Credit Reference Bureau.

Method of Application

If you believe you can clearly demonstrate your abilities to meet the relevant criteria for the roles above, please submit your application including a detailed CV, copies of relevant certificates, National Identification card and testimonials from your current or previous employer, clearly indicating your current and expected remuneration, email and telephone contacts of three (3) professional referees by 12th June, 2019 at 5:00pm.

Submit your application in a sealed envelope with the respective Job Reference Number clearly marked to:

**THE GENERAL MANAGER,
NGANDORI NGINDA WATER CONSUMERS ASSOCIATION
P.O. BOX 1328 -60100,
EMBU.**