

EMPLOYMENT OPPORTUNITY: FINANCE AND ADMINISTRATION MANAGER

The Association of Women Accountants of Kenya (AWAK) is a non-political and non-profit making professional women accountants' organization, which draws its membership from women accountants. Since its formation in 1994, AWAK has continued to pursue its main objective of member empowerment, at the same time contributing to varying needs in society. With its motto "Uplifting our World," AWAK champions for women empowerment in the society, a role it has played with vigor across the continent.

AWAK is seeking to recruit a Finance and Administration Manager to oversee the operations of the finance department.

Job Title: Finance and Administration Manager

Term: 3 years renewable contract

Location: Nairobi

Salary: Based on skills and experience

Reports to: Chief Executive Officer

Direct reports: Accounts Assistant, Project Officer, Office Assistant, & Interns

Job Purpose:

The job holder will be responsible for the financial health of the association. Producing financial reports, Business Development Strategies including fund raising for training events and application for donor funds through development of concept papers, conduct research for business growth. The office holder will also be representing AWAK in stakeholder engagements, guiding senior executives with key data and reports for making sound business decisions in the long and short term.

Job Duties:

- Monitor the day-to-day financial operations within the association.
- Management of the people in the financial department.
- Develop strategies for talent acquisition, retention and development.
- Ensure compliance of the Association with all relevant authorities and financial reporting standards.
- Advice on financial decisions including investments and cashflow management among others.
- Implement methods for minimizing financial risk to the association.
- Review financial data and prepare monthly and annual reports

CPA Centre (ICPAK), Ruaraka, Thika Rd, 9th Floor, P.O. BOX 62914 00200 Nairobi;

Tel: +254 720 016556; Email: awak@awak.co.ke Web: www.awak.co.ke

- Present financial reports to board members, executives, and members in formal meetings
- Stay up to date with technological advances and accounting software to be used for business management.
- Develop and review financial policies and procedures, human resource and procurement procedures for the association
- Ensure external audits and assessments are done timely
- Oversee credit management functions for the association
- Carry out all administrative and human resource functions for the association
- Carry out procurement functions for the association
- Support all business development strategies for the association
- Any other roles as advised by the CEO

Skills and Qualifications:

A degree in accounting, business, economics, finance, or a related field from a university accredited by Kenyan CUE. A complete professional accounting qualification e.g. CPA or ACCA. Must be a member of ICPAK and AWAK. Five years of experience in a finance role; exemplary financial reporting skills, superior mathematical skills; leadership skills and business acumen; people management, understanding of data privacy standards and laws; solid communication skills, both written and verbal; public speaking skills; deep understanding of business principles and practices; attention to detail; organisational skills; planning skills; research skills; analytical skills; critical thinking skills; problem-solving skills; computer skills; multi-tasking abilities; integrity, honesty.

Interested candidates are requested to submit their application by sending a cover letter and resume as one PDF document addressed to the CEO via email only to awak@awak.co.ke by close of business on Friday 13th December 2019. Only shortlisted candidates will be contacted.

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