

Senior Finance & Operations Officer

Job Title	Senior Finance & Operations Officer	Department	Finance & Operations
Reports to	Managing Director	Grade	
Direct Reports	<ul style="list-style-type: none"> • Accountant • Finance Assistant 		
Job purpose			
<p>The main purpose of this role is to supervise the accounting function and ensure preparation of timely financial statements and management accounts in line with established policies and procedures.</p>			
Key responsibilities			
<ol style="list-style-type: none"> 1. Participate in the development, review and update the finance policies and procedures manual in line with best practices and industry standards. 2. Coordinate preparation of accurate and up-to date financial and management accounting information in order to facilitate decision making. 3. Establish and continuously update internal control systems and procedures to ensure prudent use of financial resources. 4. Oversee the day-to-day operations, coordinating between departments to ensure smooth workflows, effective resource utilization, and timely delivery of services or products. 5. Oversee supply chain activities, ensuring optimal inventory levels, effective procurement processes, and supplier relationships. 6. Co-ordinate the preparation of the annual Company's budgets including income expenditure budget, capital expenditure budget, cash flow budget and balance sheet. 7. Develop and implement effective systems for monitoring performance against budget including key financial performance indicators. 8. Analyze and report significant budget variances and to identify possible remedial actions. 9. Review payment requests to ensure accuracy and completeness of payment documents prior to approval. 10. Ensure monthly tax returns are withheld and submitted in line with applicable tax legislation. 11. Prepare and process the staff monthly payroll in an accurate and timely manner. 12. Ensure timely submission of payroll related statutory deductions including PAYE, NSSF, NHIF and HELB in line with applicable tax legislation. 13. Ensure maintenance of an up- to-date fixed assets register for the Company. 14. Maintain robust cash handling, banking and invoicing procedures in the Company to ensure effective cash management and efficient service delivery. 			

13. Ensure implementation of prudent cost accounting protocols to ensure optimal pricing of the Company's products.
14. Lead, motivate, coach and develop the accounting team to ensure high productivity and engagement in the accounting unit.
15. Establish standards of performance and monitor staff performance through periodic performance reviews in line with the company's performance management cycle.
16. Ensure that operations adhere to relevant laws, regulations, and internal policies (e.g., tax laws, labor laws, financial reporting standards).
17. Any other work that may be assigned to the jobholder by the supervisor from time to time.

Working relationships

Internal Relationships:

The Senior Finance and Operations Officer is:

- Directly accountable to the Managing Director.
- Required to work with all other departments in the company.

External Relationships:

- Suppliers
- Regulatory Authorities
- Financial Institutions
- Insurance Companies
- Clearing and Forwarding Agencies
- Service Providers

Knowledge, experience and qualifications required

- Bachelor's degree in commerce in Accounting or Finance, Economics, or any other related fields.
- Must be a qualified accountant with relevant professional qualifications such as Certified Public Accountant (CPA-K) or ACCA and a Registered member of the Institute of Certified Public Accountants of Kenya (ICPAK).
- Minimum 8 years' experience in financial management gained in a high-growth organization with 3 years at supervisory level.

Competencies

Technical competencies

- Excellent understanding of International Financial Reporting Standards (IFRS).
- Excellent grasp of Financial and Management Accounting, Taxation and relevant legislation.

<ul style="list-style-type: none"> • Knowledge of accounting principles and practices, financial markets and the analysis and reporting of financial data. • Ability to prepare financial statements and management accounts. • Financial modelling skills. • Sound knowledge of macroeconomic and microeconomic environment. 	
<p>Behavioral competencies</p> <ul style="list-style-type: none"> • Exceptionally self-motivated and directed. • Exceptional service orientation. • Demonstrated business acumen. • Outstanding communication (written and verbal), interpersonal and facilitation skills. • Ability to influence, collaborate, deliver and partner at the most senior levels in the organization. • Ability to work well with people at all levels in the organization. • Superior analytical, evaluative and problem-solving abilities. • Sound judgement skills with proven ability to make sound and quick decisions. • Strong persuasion and negotiation skills. • Flexibility and adaptability. • Innovative and creative thinking skills. • Open to change • Calm under chaos 	
<p>Working Conditions</p>	
<p>Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities that include own workstation and access to a laptop.</p>	
<p>Job holder/Supervisor details</p>	
<p>Name of jobholder:</p>	<p>Date:</p>
<p>Name of Supervisor:</p>	<p>Date:</p>