

ADVERT NO. NG-CDFB/003/2022: MANAGER, FINANCIAL SERVICES (HEADQUARTERS) - NG-CDF SCALE 3 (1 post)

a) Requirements for Appointment

For appointment to this Position, a candidate must have: -

- i. Bachelor's degree in any of the following disciplines: - Commerce (Accounting, Finance), Business Management/Administration, or equivalent qualification from a recognized institution;
- ii. Master's Degree in any of the following disciplines: -Commerce (Accounting, Finance), Business Management/Administration, or equivalent qualification from a recognized institution;
- iii. Certified Public Accountant of Kenya (CPA-K) or its equivalent;
- iv. At least ten (10) years' work experience; four (4) of which should be in a relevant field at supervisory/management level;
- v. Certificate in a leadership course lasting not less than four (4) weeks from a recognized institution;
- vi. Membership certificate to ICPAK;
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results;
- viii. Proficiency in computer applications; and
- ix. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

b) Duties and Responsibilities

The Manager, Financial Services will report to the Chief Executive Officer through the Chief Manager, Headquarter Finance, Human Resource and Administration, and will be responsible for the following:

- i. Develop, regularly review and document financial policies, procedures manuals and processes for the Board headquarters to strengthen internal controls;
- ii. Interpret and communicate budgetary guidelines as issued by the National Treasury and coordinate the preparation of Board secretariat budget and revised estimates;
- iii. Oversee performance management in the division which includes setting targets and appraisal systems;
- iv. Review and submit for approval the division's budget and Work plan;
- v. Safeguard the Board's physical assets including financial resources;
- vi. Prepare and submit periodic financial reports;
- vii. Ensure control and proper usage of accountable documents;
- viii. Ensure proper books of accounts are in place and updated, including the asset register;
- ix. Respond to internal and external audit queries related to financial transactions;
- x. Coordinate payment processes, authorise payments and serve as a signatory to the board's bank accounts;
- xi. Oversee management of Appropriations in Aid (AIA), including developing appropriate revenue management systems;
- xii. Coach and mentor staff to improve performance;
- xiii. Prepare and submit periodic and annual financial statements for the Board headquarters;
- xiv. Certify Authority to Incur Expenditures (A.I.E) for the allocated funds;
- xv. Develop and regularly review resource mobilisation policies and procedures;
- xvi. Liaise with the State Department responsible for planning and the National treasury for efficient release of funds;
- xvii. Keep custody of accountable document registers at the Board headquarters;
- xviii. Manage banking arrangements of the Board's bank accounts;
- xix. Develop, review periodically and update the strategy for resource mobilisation;
- xx. Identify funding opportunities, prepare funding proposals and budget plans for resource mobilisation;
- xxi. Identify and document risks in the department and institute mitigation measures;
- xxii. Any other duty as may be assigned by the supervisor.

Interested and qualified persons are required to make their applications online through the job application portal on the Board's website: www.ngcdf.go.ke or /and hard copies to be dropped in a designated Box, at the Board's Headquarters, Harambee Cooperative Plaza 5th Floor, during working hours (8 am to 5 pm). Applications may also be sent through post office as per the address provided below so as to reach the Board on or before **February 08, 2022**. For the hard copy applications, the reference No. for the position applied for should be properly indicated on top of the envelope.

Candidates must submit the following documents alongside application

- vi. Police Clearance (Certificate of good conduct);
- vii. Duly executed self-declaration form from the Ethics and Anti-Corruption Commission;
- viii. Clearance from Kenya Revenue Authority;
- ix. Clearance from Higher Education Loans Board (HELB);
- x. Clearance from a reputable Credit Reference Bureau.

NOTE

- ix. Applicants for the position of Field Operations Officer/Fund Account Manager **MUST** indicate and show prove of their home constituency.
- x. Applications containing false information shall be disqualified.
- xi. Details of academic and professional certificates not obtained by closure of the advert shall not be considered.
- xii. Applicants should indicate daytime telephone number, postal address, current salary, names and contact address of 3 referees.
- xiii. Only shortlisted and successful candidates shall be contacted.
- xiv. Canvassing in any form will lead to automatic disqualification.
- xv. The Board is an equal opportunity employer and encourages persons of all gender, minority and marginalized communities, youth and persons living with disabilities to apply.
- xvi. Both hard and soft copies of applications should reach the Board on or before **Tuesday February 08, 2022 latest at 5.00 pm.**

Applications with comprehensive Curriculum Vitae, certified copies of academic and professional certificates and all other requirements should be addressed to: -

The Chief Executive Officer
National Government Constituencies Development Fund Board
Harambee Cooperative Plaza, 5th Floor (Junction of Haile Selassie Avenue & Uhuru Highway)
P.O. Box 46682-00100
NAIROBI