

ADVERTISEMENT OF VACANCY

Title: Head of Finance & Business Support Services

Vacancy No: AIB-AXYS/6/2024

Number of Post: One (1)

Place of work: Nairobi

Terms of service: Permanent and pensionable

Reporting structures and supervision

The incumbent will be reporting to the **CHIEF EXECUTIVE OFFICER** who will assign you duties.

Key Duties & Responsibilities:

The duties and responsibilities of the Job holder will be but not limited to the following; -

- Directly manage and support the Finance, Administrative, Operations, IT and Human Resources teams
- Prepare and present financial reports, ensuring accuracy and compliance with regulatory standards
- Develop and implement financial policies, procedures, and internal controls to safeguard company assets
- Coordinate and liaise with industry regulators, external and Internal auditors
- Direct and manage cost control, payables and receivables/income ensuring effective systems are in place. Preparation of company budgets in close liaison with the teams and in consultation with the CEO
- Consolidate information from various departments to compile comprehensive Committee and Board management reports in a timely manner.
- Work closely with the Company Secretary to ensure the requisite documentation is prepared and shared with the Board in a timely manner.
- Review the computation, preparation and filing of all tax returns, ensuring compliance with regulations.
- Review monthly payroll computations and ensure that payroll journals are correctly posted in the system and process statutory payments
- Any other duties relevant to the needs of the organization and as directed

Required qualifications

- Bachelor's degree in finance, accounting, or a related field.
- Professional certification i.e CPA and a member of ICPAK

Key skills

- Solid technical knowledge of finance and accounting principles, practices, and regulations.
- Experience in a similar industry or sector is an added advantage
- High level of integrity, ethics, and professionalism, with a commitment to accuracy and attention to detail.
- Commitment to diversity and inclusion in all aspects of employment

Experience

- Proven experience (5+ years) in a senior finance role, with a track record of success in financial management, strategic planning, and leadership.

Applications sent to careers@aib-axysafrica.com on or before 27th June 2024.