



ADVERTISEMENT OF VACANCY

Title: HEAD OF FINANCE, HR AND ADMINISTRATION

Grade/Skill level: **HoD**

Department: **Business Support (Finance, HR, Admin)**

Reporting structures and supervision

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

Supervision: Accounts Assistant, Admin staff.

Interaction:

DIRECT: AIB-AXYS Africa team.

INDIRECT: Partners and Agents.
Board.

EXTERNAL: Banks, KRA, External auditors.
Capital Markets Authority.

Job purpose

This position is responsible for overall financial projection, reporting, planning, budgeting and management of expenses. In addition, the incumbent will provide administrative support to support functions such as HR and Administration.

Duties & Responsibilities:

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

1. Directly manage and support the Finance, Administrative, Operations, IT and Human Resources teams.
2. Prepare and present financial reports, ensuring accuracy and compliance with regulatory standards.
3. Develop and implement financial policies, procedures, and internal controls to safeguard company assets.
4. Coordinate and liaise with industry regulators, external and Internal auditors.



5. 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.
6. Consolidate information from various departments to compile comprehensive Committee and Board management reports in a timely manner.
7. Work closely with the Company Secretary to ensure the requisite documentation is prepared and shared with the Board in a timely manner.
8. Review the computation, preparation and filing of all tax returns, ensuring compliance with regulations.
9. Review monthly payroll computations and ensure that payroll journals are correctly posted in the system and process statutory payments.
10. Any other duties relevant to the needs of the organization and as directed.

Required qualifications

- i. Bachelor of Commerce – Finance.
- ii. CPA K or ACCA
- iii. Any other relevant professional papers.
- iv. At least 5 years of experience.

Skills and Attributes

- Thorough and with very high degree of accuracy
- Proven skills in reporting and presenting competent financial data
- Good understanding of support functions such as HR and Administration
- Skilled in engaging regulators, banks, auditors and other relevant bodies
- Professional and team player
- Creative, innovative mindset, with the flexibility and work ethic to take on diverse tasks.

Applications sent to careers@aib-axysafrica.com on or before **17th October, 2024.**