

<b>JOB DESCRIPTION AND SPECIFICATIONS</b>	<b>FINANCE OFFICER (1 POST)</b>
Purpose of Position	The Finance Officer will be responsible for budgetary control and management to ensure effective and efficient utilization of resources in line with Government financial management policies and procedures.
Major Responsibilities	<p>Specific responsibilities will include the following:</p> <ul style="list-style-type: none"> <li>▪ Coordinating preparation of budgetary planning and processes;</li> <li>▪ Ensuring compliance with Government financial regulations;</li> <li>▪ Preparing financial reports, including annual budget execution reports, quarterly financial statements for programme and operational budgets;</li> <li>▪ Monitoring and controlling expenditure within the approved budget;</li> <li>▪ Liaising with the parent Ministry for GoK Grant and development partners;</li> <li>▪ Ensuring the provision of adequate financial resources for the Secretariat's programme and activities;</li> <li>▪ Providing strategic advice and guidance on all issues of financial management;</li> </ul>
Academic and Professional Qualifications	Hold a University Degree in Finance / Accounting and be in possession of CPA K / ACCA.
Work Experience	<ul style="list-style-type: none"> <li>▪ Have proven financial management experience of a minimum of 5yrs at a senior position in the Public Service or in the Private Sector;</li> <li>▪ Experience in overseeing financial and accounting systems, compliance reviews, audits, financial control reporting, and risk management.</li> <li>▪ Experience in managing grants from development partners will be an added advantage;</li> </ul>
Skills and Competence	<ul style="list-style-type: none"> <li>▪ Have working knowledge of the ERP system or integrated computer systems</li> <li>▪ Have practical knowledge of computer systems, including internet navigation and various Microsoft Office applications.</li> <li>▪ Possess excellent communications and negotiation skills;</li> <li>▪ Be able to work under pressure and attend to any ad hoc functions as may be required;</li> <li>▪ Be a team player</li> <li>▪ Be a strategic thinker</li> <li>▪ Have sound leadership and management skills</li> <li>▪ Be self driven and able to work within tight deadlines</li> </ul>
Application Process and deadline	Candidates meeting the criteria are invited to submit application, detailed curriculum vitae and copies of testimonials to <b>The Chief Executive Officer, NEPAD Kenya Secretariat, P. O. Box 46270, 00100, NAIROBI</b> not later than 29 <sup>th</sup> November, 2013