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VACANT POSITION: FINANCE MANAGER

Job Description: Finance Manager

Reports to: The CEO

Overall Purpose of the Job: Responsible for the financial health of the bank. In charge of producing financial reports, managing liquidity, and developing strategies based on financial research. Provides guidance to the CEO and Board for both the short, middle and long-term timeframes.

Key Duties and Responsibilities

- Monitors the day-to-day financial operations of the bank maintaining sound financial practises
- Oversees financial department employees, including financial assistants and accountants
- Contracts outside services for tax preparation, auditing, banking, investments, and other financial needs as necessary
- Tracks the company's financial status and performance to identify areas for potential improvement
- Researches and analyses financial reports and market trends and establishes methods for minimising financial risk to the company
- Reviews financial data and prepares monthly, quarterly and annual reports for consumption by the regulator CBK
- Prepare annual financial statements and present both them and other financial reports to board members, Finance Committee members, stakeholders and other executives in formal meetings
- Stays up to date with technological advances and accounting software to be used for financial purposes
- Establishes and maintains financial policies and procedures for the company
- Understands and adheres to financial regulations and legislation both internal and external
- Develops financial management mechanisms that minimise financial risk and conduct reviews and evaluations for cost-reduction opportunities
- Monitors and interprets cash flows and predicts future trends through analyzing change and advising the executive accordingly
- Source for funding for the organization for on-lending purposes and maintain the stakeholders relationships with the external lenders and other external parties such as CBK.
- Aid in External annual audit process by providing needed information.

Key Qualifications

- Bachelors degree in Accounting/Finance or a related field
- Must have at least 4 years of work experience in a busy Finance Department. Experience in the financial services/sector would be an added advantage.
- **Must be a member of ICPAK in good standing.**
- Must be a person of integrity

*Applicants who meet the above qualifications are requested to send CV attaching copies of academic and professional certificates as ONE document in PDF format to: hr@uni-microfinance.co.ke by **Wednesday, 15th January 2025.***