

### Deputy Director Finance, KDIC Grade 3

Gross salary: Consolidated (KDIC Scale 3)

Leave allowance: As per KDIC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the KDIC Medical Scheme

Terms of Service: 5-year Contract renewable based on performance

**a) Duties and responsibilities will entail:**

- i. Development and implementation financial and accounting policies in the department;
- ii. Coordinating the planning and control of institution's financial resources through formulation of expenditure and revenues estimates;
- iii. Coordinate the formulation, implementation, monitoring and review of the institutional annual budget;
- iv. Coordinating the management of records and reporting of financial operations of the institution, devolved units and diaspora operations;
- v. Coordinating the implementation of enterprise risk and information security management framework;
- vi. Directing the establishment and implementation of financial reporting systems;
- vii. Spearheading formulation of policies and strategies on financial management, internal controls, treasury management;
- viii. Coordinating the preparation of the corporate annual budget;
- ix. Coordinating the implementation of financial plans for the Institution;
- x. Overseeing the accounting for departmental assets;
- xi. Coordinating the internal and external audits;
- xii. Coordinating the development of performance management system in the Department;
- xiii. Coordinating, execution and evaluation of the annual departmental work plans and budgets;
- xiv. Coordinating the Implementation of sound financial management practices;
- xv. Coordinating collaborations and partnerships with financial institutions for management of institutions funds and sponsorship;

- xvi. Providing professional advice on all Financial Strategic Planning issues and supporting strategic initiatives;
- xvii. Directing treasury Management function as guided by The National Treasury;
- xviii. Coordinating the development of the department's Quality Management Systems (QMS);
- xix. Coordinating implementation of departmental financial/cost management framework;
- xx. Coordinating the implementation of financial and tax management strategies;
- xxi. Directing compliance with applicable financial statutory obligation and circulars;
- xxii. Coordinating investment of funds;
- xxiii. Coordinating the processing of all financial transactions;
- xxiv. Coordinating the management of Accounts receivable & payables and monitoring the overall financial performance;
- xxv. Coordinating Management function as guided by investment policy;
- xxvi. Coordinating financial operations for optimal working capital, liquidity and effective asset management;
- xxvii. Coordinating timely and accurate bank reconciliations for all the institutions bank accounts;
- xxviii. Coordinating compliance with tax and other statutory regulations;
- xxix. Coordinating the submission of the Annual Report & Financial statements to the Auditor General for audit;
- xxx. Providing leadership on all matters pertaining to prudent financial management and financial matters;
- xxxi. Maintaining liaison with relevant Government departments for consultation on financial matters; and
- xxxii. Participating in the KDIC strategic planning process.

**b) Requirements for Appointment;**

- i. A minimum period of ten (10) years in relevant work experience and at least five (5) years in a management position;
- ii. Master's degree in Finance, Accounts, Economics, Business Administration or any other related qualifications is an added advantage;
- iii. Bachelor's degree in Finance, Accounts, Economics, Business Administration or any other related field;

- iv. Leadership course from a recognized institution is an added advantage;
- v. Certified Public Accountant of Kenya (CPA K) or its equivalent;
- vi. Membership of the Institute of Certified Public Accountants [ICPAK] or its equivalent and in good standing;
- vii. Proficiency in Computer applications; and
- viii. Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010