

<b>Job Title:</b>	Finance Manager Reporting	<b>Reports to:</b>	Chief Finance Officer
<b>Unit:</b>	Finance	<b>Department:</b>	Finance
<b>Grade:</b>		<b>Date:</b>	
<b>Job Holder:</b>		<b>Supervisor:</b>	
<b>Signature</b>		<b>Signature:</b>	

<b>Job Purpose Statement</b>
<ul style="list-style-type: none"> <li>Assist the Chief Finance Officer and ensure that all regulatory, tax and internal reporting functions are executed efficiently and in a timely manner</li> </ul>
<b>Key Responsibilities</b>
<b>Financial</b> <ul style="list-style-type: none"> <li>Management accounts-Preparation of all financial reports which includes daily monthly and quarterly and annual reports to both senior management and directors.</li> <li>Budget formulation -Preparation of annual budgets, cash flow forecasts and financial plans.</li> <li>Prepare the Bank's end-year statutory accounts and returns including the Company's tax affairs.</li> <li>Verification and authorization of supplier and other payments made by the Bank in consultation with the Chief Finance Officer.</li> <li>Supporting Cost management activities for the centralized operating expenses areas</li> <li>Assist in compilation of the annual budgets and forecasts for departments, branches &amp; consolidation of the same.</li> <li>Analyze revenue and expenditure trends and recommend appropriate budget levels and ensure expenditure control.</li> </ul> <b>Customer</b> <ul style="list-style-type: none"> <li>Training Bank &amp; Finance staff on financial &amp; accounting matters as well as continuous development of the team through proper leadership, mentoring and coaching.</li> <li>Assist in the management and coordination of all fiscal reporting activities for the organization including organizational operating income /expense and balance sheet reports; reports to the board and the regulator</li> <li>Protecting the bottom line through provision of support for extended transparency and dynamic performance management</li> <li>Maintain records to meet external legal and tax requirements.</li> </ul> <b>Internal Business Process</b> <ul style="list-style-type: none"> <li>Preparation and submission of Bank's periodic statutory returns mainly CBK and KRA.</li> <li>Supporting the processes and systems for formulating and evaluating business strategies/performance including planning, forecasting, and budgeting, advanced analysis of financial data and product profitability.</li> <li>Preparation &amp; ensuring publication of quarterly and yearly financial statements.</li> <li>Enforce the implementation of internal control systems and procedures.</li> </ul>

- Participates in both internal and external audits and implementation of recommendations.
- Verification & approval of payment vouchers & other vouchers to ensure accuracy and authorization of the same in the system upon posting.
- Monitoring and control of Imprest.

### **Functional Responsibilities**

- Provide full accounting services to the bank including departmental financial analysis and exploring any potential problems with them in order to make appropriate financial performance decisions.
- Supporting the process of expense monitoring and preparing variance reports to management
- Preparation of daily, weekly, monthly and quarterly returns to CBK under guidance of the Head of Finance such as BSM, Liquidity, PR6, 7, 8 & 10, DPF, Weekly forms 3 & 4, public entity returns.
- Preparation of Daily Management reports on Foreign currency exposure return and others as may be advised by the regulator from time to time
- Maintenance of internal GL accounts after due approval.
- Analysis of various items in the GL and preparation of accounting schedules as may be required from time to time.
- Collating of regulatory returns from respective departments and ensuring submission to CBK on time.
- Review of the General Ledger & system integrity (reviews & corrections)
- Fixed Assets record keeping, reporting & analysis.

### **Our Values**

#### **Customers First**

- We listen proactively to our customers to understand their needs and expectations.
- We integrate the voice of the customers in new product and service developments.
- We go the extra mile when serving our customers.
- We optimize our processes to deliver highest value and a seamless experience to our customers.
- We measure and benchmark customer engagement KPIs and integrate them in our leadership evaluation.

#### **Lead The Market**

- We strive to offer the best products and highest quality service.
- We aim to invest further to strengthen and enhance our market position.
- We provide an environment to our employees where everyone can give their absolute best.
- We train and equip our employees to be best prepared for a constantly evolving financial service market.
- We are a role model in implementing national initiatives and regulatory guidelines.

#### **Agility**

- We embrace a changing market environment and respond decisively and swiftly.
- We release new products and pilots quickly to test and optimize them in a real environment.
- We are open to try new things, but rigorous in evaluating its success and happy to accept mistakes.

- We collaborate proactively within cross-functional teams and limit vertical hierarchies to a minimum.
- We leverage technology to support, facilitate and automate our processes and time to market.

#### **Integrity**

- We hold ourselves accountable to a higher standard of responsibility.
- We are doing the right things, even if it is commercially less attractive.
- We communicate clearly what we can deliver and keep our word.
- We do things right and create solutions that work.
- We fully comply with all regulatory and compliance standards and apply zero tolerance to misconduct.

### **Job Specification**

#### **Academic**

- Business graduate from an accredited University with a Finance or Accounting Major

#### **Professional Qualifications & Experience**

- Professional qualifications in ACCA/CPA/CFA
- Proficiency in Microsoft Office Suite

#### **Desired Work Experience**

- Proven experience of at least five years in a similar role in a reputable bank
- Outstanding performance of duties and exceeding expectations in positions that require strong analytical, problem-solving, decision-making, team building, and leadership skills.
- Thorough knowledge of bank policies, procedures, and practices in the areas assigned; with sufficient knowledge of laws and regulations governing banks.
- Ability to identify, analyze, and solve complex issues quickly with logic and reasoning.
- Ability to work with little or no supervision on audit assignments, determining when to act independently and when to refer situations to superiors.

### **Reporting Relationships: jobs that report to this position directly and indirectly**

Functional Reports	Finance Officers
Administrative Reports	Nil

### **Stakeholders: key stakeholders that the position holder will need to liaise/work with to be successful in this role.**

Internal	All Staff
External	CBK

### **Decision Making Authority /Mandates/Constraints: the decisions the position holder is empowered to make (Indicate if it is Operational, Managerial or Strategic)**

Managerial

#### **Ideal Job Competencies: Technical Competence**

1	Knowledge of CBK electronic software reporting module and/or bank connect.
2	Proficiency in Microsoft Office Suite as well as knowledge of Management reporting software with a view to qualitative reporting.
3	Knowledge of International Accounting and Reporting Best Practices
4	Knowledge of CBK reporting requirements and repercussions for failure to comply.
5	Experience on budget formulation and control
6	Good knowledge of the Financial and Banking sector

#### **Ideal Job Competencies: Behavioral Competence**

1	Dynamic, analytical and self-driven individual with the ability to work under pressure.
2	Strong analytical and risk assessment skills
3	Project management skills
4	Forward planning and time management
5	A passion for performance, team play and achievement in a competitive environment
6	Hardworking individual with excellent communication and interpersonal skills.
7	Great Analytical & Computational skills