



NYAHURURU WATER AND SANITATION COMPANY LTD

P.O BOX 952, NYAHURURU, TEL: 065-2032753/065-2022784/065-2022777

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VACANCY

POSITION: FINANCE MANAGER
JOB REF: NWSCO/FM/01/2024
TERMS OF EMPLOYMENT: THREE YEAR FIXED CONTRACT
SALARY SCALE: 2
REPORTING TO: MANAGING DIRECTOR

Nyahururu Water and Sanitation Company Limited, a public water utility company fully owned by the County Government of Laikipia and with a mandate to provide water and sanitation services in Laikipia County is seeking to recruit a self-driven individual for the position of **Finance Manager**.

The successful candidate will be responsible for providing leadership and strategic direction for the development of a sound Financial Framework for the Organization, implementation of the Board Financial Policy and management of overall company assets. In addition, he/she will be accountable for financial operations - billing, revenue collection and management, disbursements, accounting and financial reporting as well as providing advice and direction on the same.

JOB DESCRIPTION

- i. Ensure compliance with approved budgets and timely reporting of the department's performance as well as cash flow management
- ii. Develop and ensure cost reduction measures are implemented, monitored and adhered to avoid wastage and achieve value for money.
- iii. Prepare financial statements as stipulated in the Public Finance Management Act 2015 and in accordance with International Financial Standards.
- iv. Ensure timely presentation of the above statement to the office of Auditor General.
- v. Timely preparations of monthly, quarterly financial statements and forward them to the managing director for onward forwarding to the office of the CECM Finance, and CECM Water Environment and Natural Resource after presentation and approval by the Board.
- vi. Lead the development of a sound budgeting and budgetary control framework for the company.
- vii. Ensure achievement of the overall financial goals of the Company

- viii. Lead the development of policies and systems to support efficient functions framework
- ix. Lead the development of procedures and processes to assure efficient service delivery and quality of services
- x. Initiate, develop and maintain sound and mutual relationships and network with relevant stakeholders.
- xi. Provide sound leadership and supervision to staff in the department while ensuring proper books of account are maintained and comply with the accepted international standards.
- xii. Monitor the company's budgetary performance highlighting key variances for management action
- viii. Lead the revenue growth diversification of the company and monitor the company's performance including revenue growth patterns and productivity
- ix. Accurate and timely generation of Financial Reports and preparation of special reports as required by management, stakeholders and regulatory authorities
- x. Ensure the company's compliance in relation to tax and other statutory regulations
- xi. Approve all bill adjustments and act as the signatory to all bank accounts
- xii. Management of financial risk and the revenue collection process
- xiii. Perform any other related duties as delegated by Managing Director.

JOB SPECIFICATION

- i. A Bachelor's Degree in Commerce, Business Management, Finance or Accounting from a recognized university
- ii. A Masters in Business, Finance or Accounting will be an added advantage
- iii. Full professional qualification in either ACCA or CPA(K)
- iv. Membership to the Institute of Certified Public Accountants of Kenya (ICPAK) and be of good standing.
- v. At least Eight (8) years of experience in utility management or service industry, three (3) of which should have been in a senior management position
- vi. Proficiency in ICT with strong MS office and internet use knowledge
- vii. Excellent planning and organizational skills
- viii. Strong analytical and excellent communication skills
- ix. Good interpersonal relations skills

- x. Strong leadership and problem-solving skills
- xi. Must satisfy the requirements of chapter six of the constitution of Kenya on Leadership and integrity through provision of:-
 - (a) Current certificate of good conduct from Directorate of Criminal Investigation Department
 - (b) Current Tax compliance certificate from Kenya Revenue Authority
 - (c) A clean and current report or Clearance Certificate from an approved credit reference Bureau (CRB)
 - (d) Clearance from the Ethics and Anti-Corruption Commission (EACC)
 - (e) Clearance Certificate from Higher Education Loans Board (HELB)

TERMS OF EMPLOYMENT

The appointment will be for a three year fixed contract.

APPLICATION INSTRUCTIONS

Interested candidates should forward their hard copy applications together with updated CVs, academic and professional certificates, indicating email, day time telephone contact and other testimonials in a sealed envelope clearly marked the position applied for and the job reference number at the top of the envelope.

The Managing Director
Nyahururu Water and Sanitation Company Limited
P.O. Box 952-20300
NYAHURURU

Detailed information on the positions can be found the company's website:
www.nyahuwasco.co.ke

Applicants are encouraged to apply through post office, courier or hand deliver and send a soft copy of the same to recruitment@nyahuwasco.co.ke

NB: Only shortlisted candidates will be contacted and canvassing in any way will lead to automatic disqualification

CLOSING DATE: Monday, 20th May 2024 at 4.00p.m