



GENERAL MANAGER, FINANCE AND ACCOUNTS - ADC GRADE 2 REF: HR/GM – FINANCE/ADC 2/2025

(a) Job Purpose

General Manager, Finance and Accounts is responsible for budget and budgetary control, working capital management, financial reporting, development and implementation of sound accounting and financial management systems in line with Public Financial Management (PFM) Act and the International Public Sector Accounting Standards (IPSAS) in the Corporation.

(b) Job Specification

Duties and responsibilities will entail:

- (i) Overseeing the development, implementation and review of sound financial and accounting policies, Systems, regulations, procedures, strategies and programmes;
- (ii) Spearheading the preparation of accurate financial management reports and statistical information required by management to make the day-to-day decisions;
- (iii) Coordinating the formulation and implementation of effective financial management and accounting systems and policies;
- (iv) Overseeing preparation of financial statements, management approval and signing as provided in the International Public Sector Accounting Standards (IPSAS);
- (v) Ensuring discipline in Financial Accounting, Planning, treasury management and budgetary controls in compliance with Public Finance Management (PFM) Act 2012 and International Public Sector Accounting Standards (IPSAS);
- (vi) Facilitating the preparation of financial statement as per the PFMA Act;

- (vii) Ensuring prudent utilization of the Corporation's expenditure;
- (viii) Overseeing preparation of final accounts statements;
- (ix) Facilitating the review of accounts procedure and practices; and
- (x) Providing strategic leadership to finance and accounting functions.

(c) Person Specifications

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of fifteen (15) years relevant work experience, three (3) of which should have been at management level or in a comparable position.
- (ii) Bachelors degree in any of the following fields; Commerce (Accounting/Finance option), Finance, Economics, Business Administration, Business Management or its equivalent qualification from a recognized institution.
- (iii) Masters degree in any of the following fields; Commerce (Finance/Accounting Option), Finance, Economics, Business Administration (Finance Option) or its equivalent qualification from a recognized institution.
- (iv) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (v) Membership to a relevant professional body;
- (vi) Management Course lasting not less than four (4) weeks from a recognized institution;
- (vii) Proficiency in Computer application skills; and
- (viii) Demonstrated a clear understanding of the ADC Act (Cap. 444) Revised 2012 (1991) Public Finance Management Act of 2012 and Public Procurement and Asset Disposal Act of 2015.

GENERAL MANAGER, INTERNAL AUDIT– ADC GRADE 2

REF: HR/GM – IA/ADC 2/2025

(a) Job Purpose

General Manager Internal Audit is responsible for providing independent assurance on governance, risk management and internal controls to ensure the Corporation complies with statutory regulations and internal policies and procedures.

(b) Job Specifications

Duties and responsibilities will entail:

- (i) Overseeing the interpretation, review and implementation of internal audit policies, strategies and regulations;
- (ii) Coordinating development and review of internal audit guidelines, processes and procedures;
- (iii) Spearheading the analysis of data on periodical financial returns, estimates and expenditure;
- (iv) Facilitating the preparation, review, and implementation of audit operational plans, budget and programmes;
- (v) Ensuring the propriety and accuracy of transactions and providing recommendations;
- (vi) Overseeing audit and analysis of internal policies, procedures, processes and systems to ensure necessary and recommend sufficient internal controls;
- (vii) Ensuring the Corporation complies with the relevant internal audit policies, regulations, procedures, administrative government circulars and guidelines;
- (viii) Recommending on adoption and implementation of effective auditing system and processes;
- (ix) Facilitating research and benchmark on auditing and emerging issues and disseminating research findings;
- (x) Undertaking complex internal audits including annual accounts;
- (xi) Coordinating special audit assignments as need arises and following up on audit reviews;
- (xii) Liaising with external auditors and following up on the implementation of audit recommendations;
- (xiii) Coordinating risk assessment, measurement and management and make recommendations for management decision; and
- (xiv) Following up on implementation of audit recommendations and preparing audit report.

(c) Person Specifications

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of fifteen (15) years relevant work experience three (3) of which must have been on senior Management level or comparable position;
- (ii) Bachelors Degree in any of the following disciplines: Accounting, Finance or Business Administration (Finance and Accounting option) or relevant field from a recognized institution;
- (iii) Masters degree in any of the following disciplines: Business Administration (Accounting/Finance Option) or relevant field from a recognized institution;
- (iv) Passed Certified Public Accountant of Kenya (K) or its equivalent qualification;
- (v) Be a registered member of ICPAK in good standing and or CFE (Certified Fraud Examiner) OR Be a Member of the IIA/ISPAK in good standing;
- (vi) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (vii) Membership to a relevant professional body;
- (viii) Management Course lasting not less than four (4) weeks from a recognized institution;
- (ix) Certificate in computer application skills;
- (x) Demonstrated professional competence and ability as reflected in work performance and results; and
- (xi) Demonstrated a clear understanding of the ADC Act (Cap. 444) Revised 2012 (1991) Public Finance Management Act of 2012 and Public Procurement and Asset Disposal Act of 2015.