Job Description – Senior Finance Officer, Management Accounting

Job location: Nairobi, Kenya

Reporting to the Chief Finance Officer, the Senior Finance Officer – Management Accounting shall be responsible for forecasting, budgeting and analysing the financial performance of the organization.

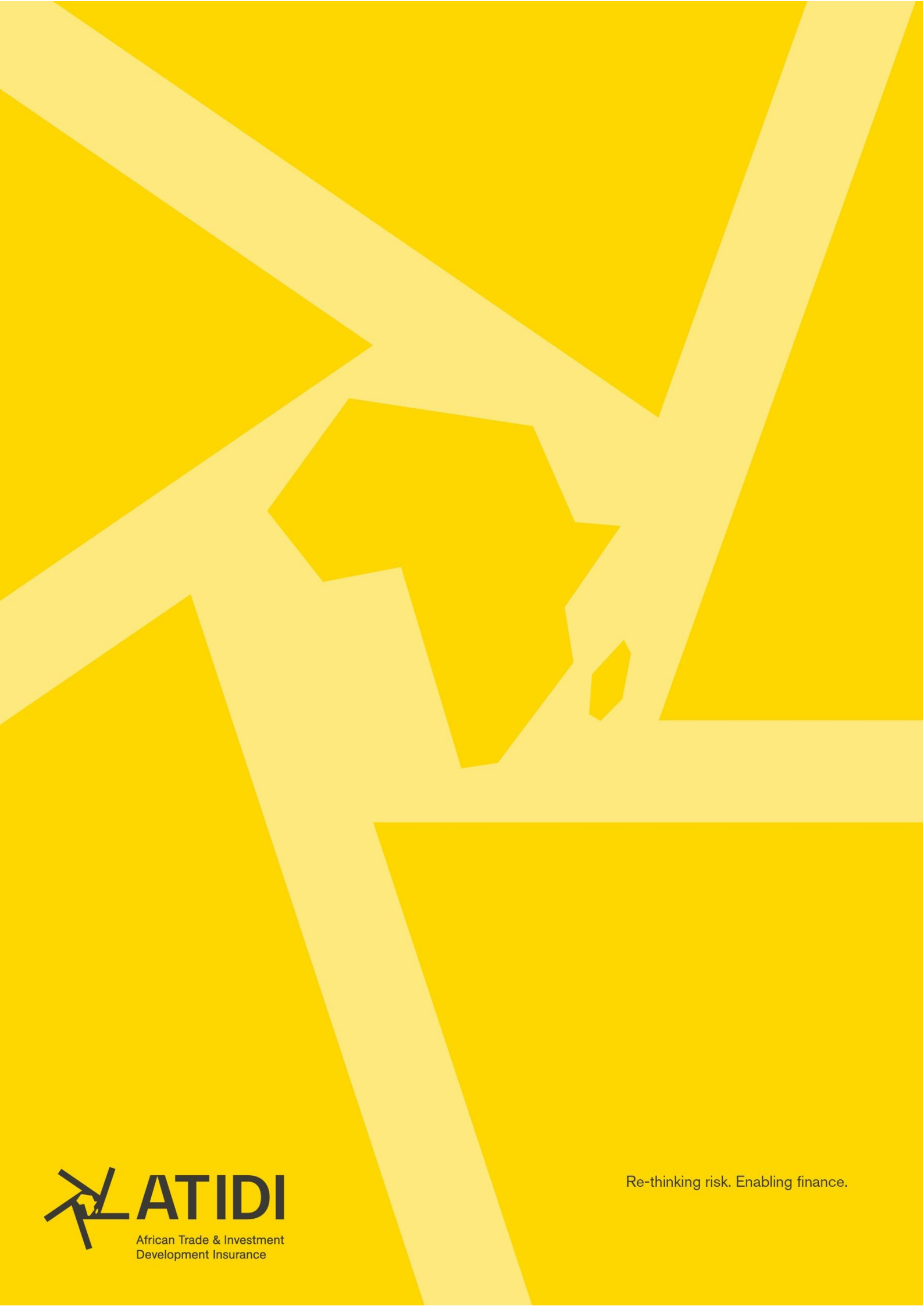
Key duties and responsibilities:

1. Participate in the development of the ATIDI financial strategy;
2. Coordinate and direct the preparation of the financial forecasts, budget and plan aligned to the organization strategy;
3. Carry out trend analysis, cash-flow projections, performance analysis, variance analysis (against the budget) and financial reports on a monthly basis and in timely manner;
4. Produce timely monthly financial management performance analysis report and dashboards;
5. Develop appropriate dashboards to deliver insights enable efficient decision making;
6. Ensure quality control over monthly management accounts reporting;
7. Provide analysis and information required for due diligence by ATIDI partners;
8. Monitor and analyze financial performance against budget and strategy and main KPIs;
9. Manage the annual budgeting process;
10. Monitor budget and ensure all expenses are within assigned project budget;
11. Participate in the approval process of both capital and operational expenditure before they are incurred and providing budget balances;
12. Conduct variance analysis against the budget and plan and propose corrective actions;
13. Work closely with the accounting unit and the various departments and units;
14. Participate in the review of the year end annual Financial Statements and annual report and disclosures in accordance to IFRS;
15. Monitor internal controls;
16. Develop financial reviews and identify potential accounting issues;
17. Suggest updates and improvements for accounting systems, accounting policies and internal controls;
18. Improve efficiencies and optimize costs across the business;
19. Evaluate and manage financial risks;
20. Perform such other duties as may be assigned to you from time to time by the CFO as long as the work is within the scope of ATIDI's business objectives.

Role Specifications:

- A Master's degree in Business Administration (MBA), Finance or Accounting Option
- Bachelor of Commerce degree in Accounting or Finance
- Professional accounting qualifications e.g. CPA, CA, CMA, ACCA
- Membership of a professional body such as CA, ICPAK, CIMA, ACCA or similar bodies

- A minimum of ten (10) years relevant experience
- Sound knowledge of accounting fundamentals
- Compliance oriented
- Good knowledge of the Insurance/Banking Industry
- Strong analytical skills with a high level of accuracy and attention to details
- Strong planning and organizing skills
- Ability to work under pressure and meet deadlines
- People management skills
- Problem solving and decision making skills
- Proactive and autonomous
- Demonstrate ATIDI's core values - unity of purpose, customer first approach, integrity, getting it first the right time and creativity
- Ability to work in a multi-cultural environment
- Excellent communication (oral, written and presentation) and interpersonal skills
- Proficiency in standard office and accounting computer applications (accounting systems, Ms Excel and other standard office computer applications); and
- Excellent report writing skills.



ATIDI

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