



**KIRINYAGA WATER & SANITATION COMPANY
(KIRIWASCO)**

**P.O BOX 360-10300, KERUGOYA
Official TEL: 0746555368/Customer Care Line:
0715413591**

Email – managingdirector@kiriwasco.co.ke/info@kiriwasco.co.ke



JOB ADVERTISEMENT

Kirinyaga Water and Sanitation Company Limited (KIRIWASCO), a public water utility company fully owned by the County Government of Kirinyaga, mandated to provide cost effective and affordable quality water and sanitation services to the residents of Kirinyaga County, is seeking to recruit a self-driven individual for the position of;

1) Finance and Resource Mobilization Manager.

The successful candidates will be part of Corporate Management Team responsible for establishing long-term goals, strategies, plans and policies that are aimed at improving performance, service delivery, attaining growth and improving operational efficiency of KIRIWASCO.

1. FINANCE AND RESOURCE MOBILIZATION MANAGER JOB

GRADE 2A JOB REFERENCE: KIRIWASCO/FRM/1/2023

Job purpose

Provision of 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, initiate partnerships with development partners, both in public and private sectors, customers, and stakeholders for sustainable business growth, stable revenue from sale of goods and services, mobilization of resources to support the Company's mandate and to carry out customer relationship management

Key Responsibilities/ Duties/Tasks

Reporting to the Managing Director, the Finance and Resource Mobilization Manager will be responsible for;

1. Managerial/Supervisory Responsibilities

- i. Formulation and implementation of sound financial and accounting policies, systems and procedures in accordance with international accounting standards and board guidelines.
- ii. Effectively manage the company's cash flow to meet its financial obligations within forecast and budget
- iii. Coordinating the external audits and responding to audit management report.
- iv. Initiating, developing and maintaining sound and mutual relationships and network with relevant stakeholders
- v. Providing sound leadership and supervision to staff in the department while ensuring proper books of account are maintained and comply with the accepted international standards
- vi. Ensuring the company's compliance in relation to tax and other statutory regulations
- vii. Ensuring achievement of the overall financial goals of the Company
- viii. Leading the development of a sound budgeting and budgetary control framework for the company
- ix. Monitoring the company's budgetary performance highlighting key variances for management action
- x. Developing and implementing the Company's Resource Mobilization strategies;
- xi. Implementing Resource Mobilization policies in liaison with other relevant departments;

II. Operational Responsibilities/Tasks

- i. Design and facilitate resource mobilization to support the Company's business;
- ii. Manage Resource Mobilization budget to ensure the funds are properly expended to meet the departmental objectives in an accountable manner;
- iii. Accurate and timely generation of Financial Reports and preparation of special reports as required by management, stakeholders and regulatory authorities
- iv. Coordinate external Audit Preparation and respond on issues raised to management
- v. Approve all bill adjustments and act as the signatory to all bank accounts
- vi. Management of financial risk and the revenue collection process

- vii. Ensure timely preparation budget and compliance with approved budgets and timely reporting of the department's performance as well as cash flow management
- viii. Monitor and measure the performance results to track the milestones achieved against set targets and gauge the effectiveness of strategies deployed;
- ix. Prepare and submit quarterly reports as evidence of performance result

PERSONAL PROFILE

- i. Bachelor's degree in Commerce or Business Administration / Management (Finance or Accounting option)
- ii. Certified Public Accountant of Kenya CPA(K) or Certified Chartered Accountant (ACCA).
- iii. Membership with the Institute of Certified Public Accountants of Kenya (ICPAK) in Good Standing
- iv. At least Eight (8) years of experience in utility management or service industry, three (3) of which should have been in a management position
- v. Proficiency in ICT with strong MS office and internet use
- vi. Excellent planning and organizational skills
- vii. Strong analytical and excellent communication skills
- viii. Good interpersonal relations skills
- ix. Strong leadership and problem-solving skills

TERMS OF EMPLOYMENT

The appointment will be for a contract term of **3 YEARS** renewable subject to satisfactory performance

APPLICATION INSTRUCTIONS

Application packages in sealed envelopes, to include a cover letter, CV and copies of certificates and testimonials including the current and expected salary should be sent by post or courier to: -

The Managing Director

Kirinyaga Water and Sanitation Company LTD

P.O. Box 360-10300

Kerugoya, Kenya

OR

Application can be sent to info@kiriwasco.co.ke or managingdirector@kiriwasco.co.ke

On or before the expiry of the closing date and time with the Job Reference as the email subject.

Note:

-Shortlisted candidates MUST satisfy the requirements of chapter six of the Constitution of Kenya on Leadership and integrity and will be required to provide the following valid documents in the day of the interview:

- (i) Current certificate of good conduct from Directorate of Criminal Investigation Department (DCI)*
- (ii) Current Tax compliance certificate from Kenya Revenue Authority (KRA)*
- (iii) (iii)A clean and current report from an approved credit reference Bureau (CRB).*
- (iv) (iv)Clearance from the Ethics and Anti-Corruption Commission (EACC).*
- (v) Clearance Certificate from Higher Education Loans Board (HELB).*

- The Vacancy number should be clearly marked on the left top corner of the outer envelope of the application package

- Only shortlisted candidates will be contacted

- Canvassing in any way will lead to automatic disqualification

Kirinyaga Water and Sanitation Company Limited is an equal opportunity employer.

CLOSING DATE: 18th OCTOBER 2023