



CAREER OPPORTUNITIES

Konza Technopolis Development Authority (KoTDA) is seeking a competent, capable, ambitious, self-motivated and dynamic individual that demonstrates the appropriate expertise and experience to contribute to the development of the Konza Technopolis into a sustainable world class technology hub.

The Mission of Konza Technopolis Development Authority is “To develop a thriving sustainable smart city and a vibrant innovation ecosystem contributing to Kenya’s knowledge economy”. Konza Technopolis as an area of Innovation is especially suited to Education Institutions, Research & Development Centres and Commercial interests in the sectors of **Life sciences, Engineering and Information Technology Enabled Services (ITES)**. Konza Technopolis is also a special economic Zone with Incentives targeted at participating enterprises.

KoTDA therefore invites qualified Interested individuals to apply for the under listed position.

| | POSITION | GRADE | REF. NO | NO. OF POSTS |
|----|-----------------------------|---------|-----------------|--------------|
| 1. | Manager, Finance & Accounts | KoTDA 3 | KoTDA/HR58/2023 | 1 |
| | Total No. Of Posts | | | 1 |

Candidates interested in the above positions can access the role profiles, qualifications and experience requirements detailed on our website at <https://konza.go.ke/career-opportunities/>

Successful candidates shall be required to comply with requirements of Chapter six of the constitution.

How to apply

Interested and qualified persons are required to make their applications online at Human Capital Business

Solutions: www.hcbskenya.com

All applications should be received before/on **Tuesday 4th July 2023**.

KoTDA is an equal opportunity employer.

The Authority is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenya’s diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **Therefore, qualified women, youth, the marginalized and people living with disabilities are encouraged to apply.** Only shortlisted candidates will be contacted.

Canvassing in any form will lead to automatic disqualification.



Details of the Post:

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| Job Title: | Manager, Finance & Accounts |
| Ref No: | KoTDA/HR58/2023 |
| Grade: | 3 |
| Terms of Service | 5 Year Contract, Renewable Subject to Satisfactory Performance |
| Job Purpose | The purpose of this position is to provide overall leadership in prudent financial management, planning and development of financial and operational strategy, regulatory and financial report. The job holder also is responsible for developing smart and innovative financing strategies, managing treasury operations efficiently, developing internal controls and procedures to safeguard Authority's assets for efficient and effective service delivery and sustainability of Authority operations. |
| Reporting Mechanism | The Manager, Finance & Accounts reports to the Chief Manager, Corporate Services |
| Job Specification | <p>Managerial/ Supervisory Responsibilities</p> <ol style="list-style-type: none"> i. Oversees formulation, implementation, maintenance and review of sound financial policy, systems and procedures in compliance with the Constitution of Kenya 2010, Public Finance Management (PFM) Act 2012 and other relevant legal frameworks to enhance accountability and transparency. ii. Leads in preparation of medium-term expenditure and revenues estimates of the Authority in conformity with the strategic plan and the national treasury guidelines and formulation of the annual budget of over Kshs.17 Billion to enhance planning, control and appropriate financing of the Authority's operations. iii. Oversee formulation of smart Innovative financing strategies and financial incentives for developers and businesses and advise management on financial planning strategies. iv. Ensure sound corporate governance by identifying risks and developing and implementing proper financial controls in order to minimize those risks. v. Coordinating and leading the annual audit process, liaise with external auditors and management and assessing any changes necessary from Audit recommendation. vi. Providing leadership and professional advice on all financial strategic planning issues and supporting strategic initiatives to ensure that adequate resources are assigned for execution of the Authority's strategy. vii. Overseeing the reporting of financial operations of the institution Authority in accordance with the Public Finance Management (PFM) Act 2012, International Public Sector Accounting Standards (IPSAS) to ensure compliance. viii. Overseeing the Development, implementation and strengthening of internal controls for operational effectiveness of the Authority ix. Lead in development of Public Private Partnership program and smart resource mobilization strategies of the Authority; x. Driving cashflow forecasting to ensure tracking of the expected cash movements over a period of time in the future and to ensure adequacy of financial resources; |



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| | <ul style="list-style-type: none"> xi. Manage all financial relationships with both local and international development partners for project financing. xii. Management of the Authority's assets worth over Kshs.70 Billion to ensure achievement of value for money in acquiring, utilization and disposal of the assets. xiii. Provide leadership, development and coaching to staff in the finance and accounts division. |
| | <p>Operational Responsibilities</p> <ul style="list-style-type: none"> i. Lead in ensuring prudent and optimal utilization of the Authority funds by authorizing authentic transactions to be processed. ii. Manage proper records of financial transactions including Monitoring and evaluating financial information systems to ensure integrity of the information. iii. Planning and determining cash flow needs, forecast and establish cash flow trends of the Authority to inform investment and Capital expenditure decision. iv. Approve the chart of accounts and maintain commitment controls by monitoring and evaluating funds applications and accountability within the Authority. v. Ensure efficient revenue collection, disbursement, accounting and reporting vi. Ensuring compliance with applicable legal and statutory requirements for financial, tax and other requirements to minimize losses, interests and penalties and Interpreting government accounting policy and applying it in all operations of the Authority vii. Oversee preparation of the Quarterly and Final Annual Statement of Accounts in accordance with accounting standards and procedures; viii. Respond to auditors' comments concerning finances and operations and oversee required action to address deficiencies. ix. Conducting performance appraisals and performance management to staff and recommending appropriate training for the staff; and x. Ensuring that opportunities and risks are fully considered, and decisions aligned with the overall financial strategy. |
| <p>Job Dimensions</p> | <p>Financial Responsibility</p> <ul style="list-style-type: none"> i. Preparation and management of over 17 Billion of budgets annually. ii. Payment processing and approvals iii. Safeguarding the Authority Finances and Asset portfolio of over 70 Billion iv. Ensuring customer billing and revenues are collected and accounted for v. Submission of budget, financial reports and performance reports to the management for recommendation |
| <p>Person Specification</p> | <p>For appointment to this grade a candidate must have: -</p> <ul style="list-style-type: none"> i. A Minimum of ten (10) years relevant work experience and at least three (3) in a management role in the Public Service or Private Sector |



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| | <ul style="list-style-type: none">ii. Master's Degree in any of the following: Commerce, Accounting, Business Administration, or their equivalent qualification from a recognized institution.iii. Bachelor's Degree in either Commerce, Accounting, Business Administration, Finance, or any other equivalent qualification from a recognized institution.iv. Certified Public Accountant (CPA) or Association of Certified Chartered Accountant (ACCA)v. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional bodyvi. Management course lasting not less than four (4) weeks from a recognized institution.vii. Proficiency in computer applicationsviii. Demonstrated results in work performance andix. Meets the provisions of Chapter Six (6) of the Constitution of Kenya 2010 |
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