



*Championing Welfare of Doctors and Quality of Health*

## **JOB DESCRIPTION**

### **FINANCIAL OFFICER**

#### **JOB PURPOSE**

To ensure Kenya Medical Association (KMA) has the Finance capacity to provide effective and efficient service delivery and support it to deliver its mandate to the membership and the partners. The purpose of this position is to support the implementation of KMA Programs through effective financial management support to KMA projects and partners.

#### **KEY RESPONSIBILITIES**

1. Preparing and keeping books of accounts for KMA National Office, Divisions, Programmes and the subsidiary companies.
2. Preparing monthly financial reports for the National Executive Committee (NEC) and quarterly Treasurer's reports for the National Governing Council.
3. Payroll Management and Accounting
4. Receiving income and making payments on behalf of the organization and its subsidiaries.
5. Debts and Credit management
6. Making annual returns and statutory deductions to the relevant bodies.
7. Petty cash management
8. Cash flow and bank reconciliations management
9. Handling KMA's project accounts
10. Control of the KMA financial status
11. Advising the National Treasurer on all financial matters and the KMA Divisional Treasurers on good financial discipline
12. Provide financial oversight and grants management of the different projects in consultation with the Project Officers.
13. Act as final check to arrest any exposure and manage financial and fraud risk within the organization that may impact on the various KMA programmes.
14. Management of Advances, Asset register, Floats and Loans
15. Carry out any other lawful instructions that may be assigned from time to time.



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## **Skills, Competency and Knowledge**

### **Required**

- A university degree with a specialization in Finance or Accounting.
- Accountancy professional qualification {ACCA or CPA (K)}
- Minimum 3 years proven relevant and progressive work experience preferably with a corporate or NGO.
- Excellent analytical skills particularly from the point of view of cost-effective financial management.
- Multi-tasking and higher efficiency, Attention to details.
- Proven experience of management of suppliers / contracts and financial systems.
- Ability to plan with good organizational skills, including prioritization and ability to work under pressure.
- Good knowledge of financial systems
- Subscribe to KMA's Policies, Mission, Vision, and values and KMA's, Procedures, rules and regulations
- Ability to maintain high level of confidentiality
- Willingness to travel

### **Desired**

- Knowledge of multiple donor funding regulations.
- Initiative and ability to follow up on issues.
- Ability to response to changing needs.
- Good reporting and communication skills
- Team-working skills.
- Good spoken and written English.

Please send your application cover letter, curriculum vitae that include three references to [nec@kma.co.ke](mailto:nec@kma.co.ke) no later than 20th June 2021 with the email subject: Application for Finance Officer Position. Please note that only short-listed candidates will be contacted through the same email.