



TEA MACHINERY AND ENGINEERING COMPANY LIMITED

INTERNAL ADVERT

EXCELLENT CAREER OPPORTUNITY

We are seeking to appoint highly talented staff to join our management team in the following exciting and challenging position.

Interested candidates must have a proven track record of performance, possess excellent interpersonal, communication and presentation skills. ability to meet deadlines and deliver under pressure is essential.

MANAGER, FINANCE AND ADMINISTRATION – ONE (1) POSITION

Position scope

Reporting to the General Manager-TEMEC, the successful candidate will be responsible for providing effective and efficient co-ordination and supervision of financial management of the company by implementing sound accounting and financial systems and internal control procedures and to oversee administrative aspects of the company in accordance with the financial and administrative policies, guidelines and procedures.

Key Responsibilities:

- a) Formulating the strategic operational objectives for the department in line with the overall corporate plan;
- b) Ensuring the execution of Strategic objectives for the department;
- c) Monitoring the achievement of the company's Revenue targets and advise accordingly;
- d) Leading the Finance team members to deliver all planned and agreed department and individual performance targets to ensure that the various sections are efficient and value adding to the company.
- e) Reviewing performance of direct reports.
- f) Identifying training needs for direct reports.
- g) Participating in the recruitment of staff within the department.
- h) Regulating, supervising and implementing a timely, full and accurate set of accounting books
- i) Creating and maintaining strong financial discipline by planning, controlling and reporting on the company financial performance to the Board of directors and the senior management team on a monthly, quarterly, half yearly and yearly basis.
- j) Ensuring compliance with financial procedures and policies
- k) Monitoring Fixed Assets Register, provision accounts, investment portfolio.
- l) Ensuring the preparation and filing of statutory reports and returns (KRA).
- m) Preparing timely financial statements and reports as required by all pertinent laws and regulations.

- n) Coordinating effective treasury management to ensure effective cash flow, investment of excess funds and cash flow analysis.
- o) Maintaining a good working relationship with banks, financial institutions and capital markets with the aim of securing the funds necessary for the operations of the company, the attainment of its development plans and its investments.
- p) Liaising with External Auditors to ensure that all financial transactions are compliant with existing regulatory instruments and accounting standards.

Qualifications/Skills/Experience

The ideal candidate must possess the following qualifications and competencies: -

- Bachelors' degree in Finance or related field;
- Professional Qualification in CPA-K, ACCA or equivalent
- Must be a member of ICPAK or equivalent
- A minimum of Eight years (8) Years relevant experience two (2) of which must have been at senior management level;
- Must have demonstrated ability to handle departmental budgets, resources, processes, projects and relationships;
- Should have thorough knowledge of the relevant sector as well as knowledge of regulatory requirements affecting the relevant sector;
- Must have ability to plan, organize, implement and evaluate departmental goals;
- Should have strong analytical skills and be result oriented;
- Must have high standards of integrity and ethical practice;
- Must be capable of functioning effectively both as a team player and a team leader;
- Must have management and Leadership skills;
- Should demonstrate ability to identify and respond to risk areas within the department;
- Should have effective people management and conflict resolution skills;

How to apply

For full role profile please visit the Chaiweb, click on the **[job vacancies link](#)** and apply online not later than **18th February 2022**.

Only short listed candidates will be contacted.

Any form of canvassing will lead to automatic disqualification

TEMEC LTD *is an equal opportunity employer*