



MAU TEA MULTIPURPOSE COOPERATIVE SOCIETY LTD

05.03.2024

VACANCY ADVERT: SENIOR FINANCE OFFICER – 1 POST

Mau Tea Multi-purpose Co-operative Society Ltd in Kericho County is urgently seeking to recruit suitably qualified and experienced dynamic and self-motivated individual to fill the above position.

JOB PURPOSE

Reporting to the CEO, the job holder will be responsible for managing all activities of the finance and accounting section of the Society. He/She will ensure that accounting and financial statements, periodic reports and projections are accurately prepared in a timely manner. He/ she shall advise the Society management and board of directors on Society's financial performance and obligations.

DUTIES AND RESPONSIBILITIES

1. Compiles and analyzes financial information to prepare entries to general ledger accounts, cost centers and documents business transactions.
2. Supervise preparation of periodic Management accounts and final accounts within expected deadlines.
3. Responsible for timely preparation and distribution of financial reports to various users.
4. Prepares annual budgets, working papers and supporting schedules for the annual financial review.
5. Tracking Society cash-flow and overall financial planning.
6. Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents/reports.
7. Assure compliance to statutory requirements, National, County and industry regulations, and obligations.
8. Periodic Reviews of receivables, payables, and advice the CEO on performance.
9. Closely maintains and monitors the asset registers.
10. Applies cost accounting methods to achieve accurate representation of cost center performance.
11. Coordinate monthly closing process and reconciliation of general ledger accounts.
12. Work with both Internal and External Auditors during financial and operational audits.
13. Maintain system of accounts and keep records on all Society transactions and assets.
14. Participating in the Tea Estate and Factory strategic planning, and implementation of policies.
15. Provide short and long-term strategic financial objectives and recommendations to enhance financial performance and business opportunities.
16. Oversee the Society's risk management, general liability, insurance coverage and risk mitigation.
17. Advice Society management on key financial obligations such as, project financing, short term and long-term investments, insurance and shareholder returns.
18. Discharge any other assigned duties by the General Manager/Chief Executive Officer.

ACADEMIC, PROFFESIONAL AND PERSONAL ATTRIBUTES:

1. Must be a degree graduate of Commerce or Business Management accounting or finance option.
2. CPA-K holder and Must be an active member of ICPAK with minimum 5 years professional experience.
3. Demonstrated experience in use of ERP and Accounting Systems Preferably Sage.
4. A hands-on and pro-active manager with high level of integrity and self-drive with a strong desire to work in a dynamic and cross-cultural environment;
5. Strong numerical and analytical skills, Effective communication and team supervision skills;
6. Excellent planning, organizational, and management skills.

Mau tea multipurpose cooperative Society limited is an equal opportunity employer and a competitive remuneration will be offered to the successful candidate.

Interested qualified candidates should submit their applications by mail, hand delivery or post enclosing relevant professional and academic certificates, testimonials, and daytime telephone contacts to the undermentioned by 30.03.2024.

The Chief Executive Officer,
Mau Tea Multipurpose Co-operative Society Limited,
P.O. Box 377 - 20200, Kericho, Kenya
Email: info@mautea.co.ke

