



EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY

Pwani University, a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards, encouraging and supporting members of staff to undertake research. The University has the hereunder vacancies.

FINANCE OFFICER GRADE 15 1 POSITION REF. NO. REF: PU/ADV/01/08/2024

1. JOB SPECIFICATIONS

This is a senior-most position in this cadre in the University. Appointment is either on permanent and pensionable terms or on a three (3) year renewable performance - based contract, depending on age, citizenship and any other reason as may be stipulated in the Kenyan Labour Laws.

DUTIES AND RESPONSIBILITIES

Reporting to the Deputy Vice-Chancellor (Administration, Finance and Planning), the Finance Officer shall on the overall be responsible for the supervision and management of all administrative and operational functions of the Office of the Finance Officer.

The Finance Officer shall:

- Be a member of the University Senate and Management Board;
- Ensure the development of financial policies to ensure a standardized system of operations in the management of the University's finances;
- Prepare Budget to ensure efficient and effective utilization of the University's resources and submit it to the parent ministry and the National Treasury within the statutory deadlines;
- Prepare financial statements to ensure compliance with the Constitution of Kenya, 2010, PFM Act, 2012, International Public Sectors Accounting Standards and Public Audit Act, 2003 for submission to the Auditor General before the statutory deadlines;
- Prepare the quarterly reports and financial statements for submission on or before the statutory deadline in line with the PFM Act, 2012 and relevant regulations
- Update the Council regarding changes in legislation or regulations that may affect the University's business operations;
- Ensure maintenance of the University assets register on both movable and immovable assets;
- Set up Internal controls to ensure minimization of errors, and frauds in the institution's financial operations;
- Ensure adherence to financial regulations, policies, legislations, and applicable Accounting & ISO Standards;
- Liaise with external and internal auditors on the audit of Institution's books of accounts and maintenance of good working relationships;
- Implement authorized and approved payments to facilitate activities of the University;

- Supervision of finance Department staff to ensure assignments are carried out efficiently and effectively in order to maintain the set standards;
- Coach and mentor staff through assignment and guiding in execution of the activities to ensure high standards are met to satisfy interests of customers;
- Liaise with Government Agencies and other institutions on financial matters to ensure timely disbursement of resources;
- Ensure participation of Finance Department staff in continual training programs and career advancement;
- Evaluate staff in the Finance Department to ensure adherence to the performance targets;

2. PERSON SPECIFICATIONS

Academic Qualification

- The candidate **must** have a Master's degree in Commerce or a Business-related field from a recognized university.
- Bachelor's degree in any of the following disciplines: Commerce (Finance/Accounting option), Economics, Business Administration (Finance option/Accounting), Business Management (Finance/Accounting option), Finance or its equivalent and relevant qualification from a recognized institution;

Professional Qualifications

In addition, the candidate must:

- Have CPA (K) and registered with a relevant professional body in good standing.
- Have knowledge of ERP (Enterprise Resource Planning) preferably NAVISION
- Have Knowledge of ISO Certification

Professional Experience

The candidate **must** have atleast Fifteen (15) years continuous relevant work experience, Five (5) years of which should be at a headship position or comparable grade in a large or busy organization with proven integrity, honesty independence, innovativeness and compliance to deadlines.

Interested applicants should send four (4) copies of their application for the above positions. Applications and recommendation letters from referees should be addressed to,

**The Vice Chancellor,
Pwani University,
P. O Box 195-80108, Kilifi.**

Application should also include an upto date CV, providing details of age, academic and professional qualifications, work experience, email address, telephone, names and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

Pwani University is an equal opportunity employer. Female candidates and persons living with disability are encouraged to apply.

Persons living with disability should attach a copy of their National Council for Persons with Disability (NCPWD) Registration Card.

Applicants with foreign qualifications must submit a Certificate of Recognition from the Commission for University Education.

The deadline for submitting applications is **Friday 23rd August, 2024**. Applications received later than this date will **not be** considered

Please Note: Only shortlisted candidates will be contacted.
Canvassing will lead to automatic disqualification.

**PWANI UNIVERSITY DOES NOT CHARGE FEE AT ANY STAGE OF THE
RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, OR
APPOINTMENT)**