



EAST AFRICAN BUSINESS COUNCIL

The East African Business Council (EABC) is the umbrella body of the business community in the East African Community (EAC) region. A membership organisation bringing together the widest cross section of the private sector from the region, EABC's members currently number 165 and include national private sector umbrella bodies, manufacturers, employers, bankers, insurance and transporters associations, chambers of commerce, corporate, medium and small enterprises.

EABC's mission is to represent and promote the interests of the EAC business community; provide value added services that create new business opportunities, enhance global competitiveness of EAC businesses, and actively influence government policies to improve the business environment.

With almost 15 years representing the interests of the business community, the EABC has successfully positioned itself as the key institution representing the business community at the EAC level and now aims to build on its achievements by recruiting a Finance Manager, to be based at the EABC Offices in Arusha, Tanzania.

JOB DETAILS:

Job title: Finance and Administration Manager	Line Manager Title: Executive Director
Grade:	Direct reports: Executive Director
Department: Finance and Administration	Location: Arusha

JOB SUMMARY:

The objective of the post of Finance Manager, EABC, will be to assist the EABC Executive Director in achieving specific objectives by establishing and maintaining an efficient financial management, governance and administration system.

The key duties of this post are to develop and strengthen the functions of Finance, Administration, Grant Management, Procurement and Management within the organisation – to ensure that EABC is effective and efficient and that its financial systems and controls meet international best practice principles.

The primary role of this post will be to build the capacity of the existing Finance and support team over the 3 year performance based and renewable contract period.

KEY RESPONSIBILITIES:

SCOPE OF WORK

- The Finance and Administration Manager (FM) will be a member of the senior management team at EABC, and will be responsible for the Finance and Administration Department. The FM should work effectively with the Executive Director, the Executive Committee EABC sub Committees and the Heads of Department.
- The FM will support all actions required to develop and enhance the capacity/capability of the finance, accounting and grant management function of EABC; and to promote professionalism and transparency throughout the organisation.
- The FM will work closely with the current staff within the EABC, including Heads of Department, to review current systems and make recommendations to improve financial controls, as well as to build the capacity of staff to operate and implement the systems effectively.

- The FM will ensure the activities of the work plan meet the budgetary needs of the EABC within the parameters defined.

DUTIES AND RESPONSIBILITIES

- Develop and maintain an efficient financial management, organisational governance and administration system for the EABC according to the financial procedures of the EABC and in line with International Accounting Standards and best management practice.
- Ensure effective and timely financial management and accounting on all EABC matters, in addition to reporting to donors in accordance with laid down guidelines.
- Be responsible for the development, administration and monitoring of the EABC budget and work plan according to the requirements of the EABC financial management procedures.
- Work with external consultants, as necessary, to improve the financial management software and ensure that any recommended systems improvements are completely and seamlessly integrated across the organisation and are in line with the EABC Financial Management procedures and current legislation.
- Work with Heads of Department and appointed consultants to develop appropriate statutory and development partner reporting formats and monitoring and evaluation plans for all stakeholders, in line with international best practice. This should include monthly, quarterly and annual budget, monitoring and reporting, reporting against strategic planning targets; as well as regular financial reporting to partners and the Executive Committee.
- Develop and maintain an effective procurement system.
- Assist the Executive Director to plan and implement internal and external audit recommendations;
- Effectively manage Exposure to financial risks and minimize the impact of these in financial management and reporting activities.
- Ensure adequate internal controls and due compliance with applicable laws, policies and procedures.
- Undertaking due diligence on new initiatives or investment opportunities.
- Report to the Executive Committee and the Finance and Administration Sub-Committee as required.
- Ensure frequent and efficient communication with development partners and other stakeholders as required by the Executive Director.
- Perform any other financial and administrative tasks as may be delegated by the Executive Director.

REPORTING LINES AND COMMUNICATIONS

The Finance Manager will report to the EABC Executive Director. S/he will establish and maintain collaborative relationships with the senior management team of EABC.

SELECTION CRITERIA (including desirable skills, knowledge and experience):

QUALIFICATIONS AND EXPERIENCE

The FM should be a professionally qualified accountant with current membership of a professional accounting body, and should:

- Be a certified accountant.
- be appropriately qualified with a bachelor's degree from a recognised university.
- have at least 7 years working experience, at least 5 of which should be in a senior

management and/or advisory role within Finance.

- Have experience in the development and implementation of finance based capacity building programmes and of one-to-one staff training and strengthening.
- Have experience in the management/operation of international donor financed programmes.
- Have leadership and people management skills
- Highly analytical, organized conscientious with high attention to details.
- Be very experienced in the application of financial management systems; including knowledge and experience in IT skills.

REQUIRED SKILLS

The FM should have good knowledge of current developments in international financial management, and should show demonstrable experience in the following areas:

- Accounting techniques – budgeting, cash and accrual bases of accounting, commitment and fund/project accounting;
- Finance management and a solid understanding of current budgetary control systems;
- Preparation and interpretation of financial statements (IAS standard);
- Design and management of internal controls, implementation of risk management frameworks, and knowledge of both internal and external auditing systems techniques; and
- Programme budgeting, performance budgeting, strategic planning.
- The FM should have experience in producing Statutory Accounts, work well under pressure and managing deadlines.
- Should be a strong team player, with excellent interpersonal, communication and negotiation skills.
- S/he should have good management skills, including meeting deadlines, working under pressure and managing and motivating staff.

These roles are on a three year renewable contract based on performance.

HOW TO APPLY:

If you have the relevant qualifications and experience please email a cover letter and your CV quoting the reference number of the job you are applying for in the subject line of your email to esd@deloitte.co.ke on or before 28th June 2015 addressed to:-

The Director

Executive Selection Division

Deloitte Consulting Limited

Email :esd@deloitte.co.ke;

Nairobi Kenya.