



VACANCY ANNOUNCEMENT ON JUNE 30, 2020

We have immediate vacancy for the position below;

FINANCE DIRECTOR (JOB REF: FD-HR-FIN-01-2020)

Reports to;

The Chief Executive Officer (CEO)

Role Purpose;

The Finance Director is responsible for the management of any financial risks that occur in a company. In addition the person is responsible for planning finances in a company, keeping records on the same, and making financial reports. He/she then presents the reports to the company's higher management. The Finance Director is also required to analyze financial data and advice or make recommendation to the management regarding the company's financial situation. This Finance Director must assure the contractual integrity of all agreements entered into by the company and looking out for the interests of the organization. The Manager will provide technical assistance to staff in implementing and complying with financial and administrative procedures to ensure compliance with regulations.

Principle Responsibilities/Accountabilities;

Financial Duties

- 1) Development of the financial and overall strategy of the company and shaping the implementation plans
- 2) Regulating, supervising and implementing accurate accounting books in good time
- 3) Implementing a financial audit on a continuous basis for purposes of monitoring the company's financial performance
- 4) Constantly checking the financial control systems in order to monitor the income generated by the company against the expenses
- 5) Monitoring the level of adherence to a set budget through checking the how the purchase of budgetary items
- 6) Preparing accurate, timely and regular financial statements and preparing the same to the board of directors
- 7) Ensuring that the company complies with all audits, accounting and reporting requirements as set by regulatory bodies in the capital markets within the company's location
- 8) Preparing and presenting business plans, investment memoranda, feasibility studies, financial plans, annual budgets tax plan of the company and group and other financial or business documents to the board of directors when required
- 9) Alerting or warning the Board of directors of financial irregularities, non-compliance, non-adherence and other financial concerns that relate to the company
- 10) Understanding the financial systems, operations, plans, accounting, audits, and budget of a company and ensuring that everything is done within budget



11) Collaborating and coordinating activities with financial providers contracted by the company. This includes working with auditors, underwriters, brokers, financial consultants, auditor's ad accountants

Administration Duties

- 12) Responsible for all matters related to the operations and administration of the office.
- 13) Ensures registration requirements are kept current at all times and files statutory returns and renewals. Manages office tenancy to make sure it is current and amendments are processed as required.
- 14) Maintenance of company files and carries out any other tasks as assigned by the CEO

In the absence of the Finance Director, his duties and responsibilities will be delegated to the Deputy Finance Director in writing.

Education and Qualifications

The Finance Director shall possess the following minimum qualifications:

- A first degree in B.Com Finance/Financial Accounting or a strong business oriented degree
- An MBA/CPA Sec VI would be a big advantage with at least 4 (four) years post qualification experience, 1 (one) of which should be in a similar role.
- Preference will be given to candidates with an aviation background. Practical accounting experience in inventory management & control Demonstrate leadership and ability to foster teamwork.

Skills and Specifications

- Ability to work under pressure, and meet deadlines while maintaining accuracy.
- Strong interpersonal, communication, and analytical skills and able to execute business plans and concepts effectively.
- Outstanding organizational skills, tenacity and attention to detail.
- Must be of high integrity and unquestionable character

If you meet the requirements of the above positions and are looking for an exciting career, please send your application (comprehensive **Curriculum Vitae** and **Cover Letter** in **word format**), with the **email subject** as the job reference **FD-HR-FIN-01-2020**. The application should be sent via email addressed to the following;

HUMAN RESOURCE MANAGER
ALS Limited
P.O. Box 41937 – 00100 -NAIROBI
E-mail address: hr@als.co.ke

...The closing date for applications is **July 01st, 2020** at 1300hrs.
ALS Limited is an Equal Opportunity Employer.

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2