

**REPUBLIC OF KENYA**



**COUNTY ASSEMBLY OF KWALE**

**VACANCY!!!**

**PRINCIPAL FINANCE OFFICER CASB 8**

<b>Job Title</b>	Principal Finance Officer
<b>Grade</b>	CASB 8
<b>Organization</b>	Kwale County Assembly
<b>Directorate</b>	Finance and Accounting Services
<b>Department</b>	Finance
<b>Work Station</b>	Kwale County Assembly Complex

<b>Reporting Relationships</b>	
<b>Reports to</b>	Director Finance and Accounts
<b>Direct Reports</b>	Senior Finance officer
<b>Indirect Reports</b>	Other finance Staff

<b>Job Purpose</b>
The job holder is responsible for control and co-ordination of both routine and non- routine Finance, Planning and accountancy matters; interpretation of financial policies, budgeting and budget controls, management accounting methods and financial returns.

<b>Key Responsibilities/ Duties / Tasks</b>
<b>I. Managerial / Supervisory Responsibilities</b>

- g) Coordinate development of the Department's Work plan and budget;
- h) Prepare monthly, quarterly and annual reports
- i) Mentor and coach staff
- j) Coordinate the implementation of the performance management system in the department
- k) Convene and chair departmental meetings
- l) Participate in management committee meetings as appropriate

**II. Operational Responsibilities / Tasks**

- i. Monitoring expenditure of the County Assembly;
- ii. Advising on prioritization of programs and activities for results based allocation of resources;
- iii. Controlling expenditure commitments in the County Assembly;
- iv. Overseeing preparation of budget estimates for the County Assembly;
- v. Communicating the approved annual estimates to directorates;
- vi. Sourcing of funds for the County Assembly operations;
- vii. Supervising administration functions of County Assembly Special Funds;
- viii. Overseeing the administration of gratuity benefits for members and eligible staff;
- ix. Providing technical and administrative support to the Committee in charge of County Assembly Special Funds;
- x. Coordinating preparation of quarterly and annual financial statements for County Assembly Special Funds;
- xi. Coordinating the implementation and monitoring of approved procurement plans;
- xii. Coordinating performance appraisal staff in the department;
- xiii. Overseeing the implementation of departmental training plan;
- xiv. Preparation of departmental work plan, budget proposals and procurement plans; and
- xv. Mentoring and coaching staff.

**Job Dimensions:**

**I. Financial Responsibility**

- a) Prepare and monitor Assembly budget

**II. Responsibility for Physical Assets**

- a) Responsible for physical assets assigned by the Assembly;
- b) Provide oversight for all the Assembly's physical assets

<b>III. Decision Making / Job Influence</b>
<ul style="list-style-type: none"> <li>a. Makes strategic, operational and financial decisions for the department</li> <li>b. Plans the work of subordinates</li> <li>c. Assigns work to subordinates</li> <li>d. Monitors subordinates work performance</li> <li>e. Appraises/evaluates subordinates performance</li> </ul>
<b>IV. Working Conditions</b>
Works predominantly within the office
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
Bachelor’s degree in any of the following disciplines: - Commerce (Accounting/Finance option), Finance, Economics, Business Administration (Accounting/Finance option), Business Management (Accounting/Finance option), or any other equivalent and relevant qualification from a recognized institution;
<b>Professional Qualifications / Membership to professional bodies</b>
<ul style="list-style-type: none"> <li>a. Certified Public Accountants (CPA-K)</li> <li>b. Membership with Institute of Public Accountants (ICPAK) Kenya.</li> <li>c. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution will be an added advantage</li> </ul>
<b>Previous relevant work experience required.</b>
Minimum relevant experience of four (4) years, out of which three (3) Years of service in the grade of Senior Accountant;

**Application Criteria.**

Interested qualified persons are invited to apply for the position by providing the following documents:

- i. Detailed Curriculum Vitae
- ii. Academic certificates and
- iii. Other relevant testimonials and supporting documents

- iv. Duly filled Application form obtained from the Office of the County Assembly Clerk or from the County Assembly website [www.kwaleassembly.go.ke](http://www.kwaleassembly.go.ke)

**N.B.**

- i. Candidates with foreign degrees must obtain recognition and equation of qualification from Commission University Education Kenya
- ii. Application forms can be obtained from the County Assembly Complex or the Assembly website [www.kwaleassembly.go.ke](http://www.kwaleassembly.go.ke)
- iii. Only shortlisted candidates will be contacted
- iv. Applications should be submitted in a sealed envelope clearly marked “Application for Director Supply Management”

Applications can be sent via email to [recruitment@kwaleassembly.go.ke](mailto:recruitment@kwaleassembly.go.ke)

Or via post to

Secretary  
Kwale County Assembly Service Board  
P.O Box 231-80403  
Kwale

Or hand delivered at **the Kwale New Assembly Complex Building, Adjacent to Kwale Water Office on or before 27<sup>th</sup> June, 2023 at 4:00pm.**

**NICK O. SISO**  
*Acting Secretary*  
*County Assembly Service Board.*