



PARKLANDS BAPTIST CHURCH

Arise and Shine

Isaiah 60.1

VACANCY ANNOUNCEMENT

Position: **Finance Officer**

Reports to: Head of Support Services

Duty Station: PBC Westlands, Nairobi

Job summary:

To provide technical expertise and policy oversight on financial management to ensure compliance with General Accepted Accounting Principles and relevant statutory requirements; ensure excellent administration of all financial and accounting activities of the Church and lead the resource mobilization function. The role will also give oversight to the finance and accounting operations of PBC branches/plants and Parklands Baptist School.

Key duties and responsibilities:

1. Oversee all finance and accounting functions including budgeting; asset management; cash flow management; salary transfers and statutory remittances; management reporting; financial variance and accounts analysis; in accordance with generally accepted accounting principles, financial policies and procedures of PBC, and all other applicable laws, rules and guidelines.
2. Ensure internal financial procedures are compatible with the prevailing laws of Kenya.
3. Ensure adherence to financial policies, procedures and processes are adhered to by all users/stakeholders.
4. Take overall responsibility for financial training of the finance and non-finance staff and volunteers on PBC standards and requirements.
5. Ensure adequate internal control system over assets, inventory and property management in order to safeguard the interest of PBC.
6. Prepare and present annual financial statements to external auditors for both the Church and the school, in consultation with the PBC Treasurer.
7. Manage internal and annual external audit exercises, prepare audit follow-up plans and ensure that action plans are implemented including the management letters.
8. Support various Boards and Committees in financial planning, management and reporting as shall be required.
9. Review all payment vouchers to ensure all supporting documents are attached and process payments for all financial transactions.
10. Provide oversight in ensuring accurate monthly reconciliation of bank, Cash, MPESA and Point of Sale reconciliation statements.
11. Ensure that all finance files and correspondences are properly maintained and updated.
12. Conduct frequent visits to branches and mission stations for monitoring and supervision.
13. Lead resource mobilization activities including proposal development, costing and budgeting as well as review of various ministries' budgets in consultation with the chairs before submitting to the Treasurer.
14. Develop the foundational framework and lay structures for envisaged PBC affiliate entities. Coordinate with key church officials to ensure that all activities of the enterprises (both current

and future) are fully compliant with all relevant legislation and advise the church on pertinent contractual matters. Liaise with the Church Secretary and legal counsel to ensure adherence to PBC regulations and guidelines when negotiating on business contracts.

15. Produce regular comprehensive reports to the various church oversight organs regarding on-going fund-raising/resource-mobilization efforts, whilst ensuring statutory compliance and proper documentation.
16. Supervise the Finance staff team and ensure excellent service delivery.
17. Any other duty as may be assigned by the Team Leader or management.

Please note that this list is not exhaustive and may change subject to the dynamic needs of the Church.

MINIMUM REQUIREMENTS:

Personal competencies & attributes:

- Must have a personal relationship with Christ and be a regular and active member of a recognized Church congregation of like faith as PBC.
- Developing/reviewing, interpreting and implementing financial management and accounting policies and procedures.
- Budgets management – development, tracking and reporting.
- Financial advisory and support.
- Developing and managing resources.
- Statutory/legal and technological awareness.
- Analytical ability and attention to detail.
- Proficiency in Microsoft Office (Excel, PowerPoint, and Word) programs and major accounting software systems (ERP).

Education Background

- Bachelor of Commerce degree or a closely related field from a recognized university
- CPA(K)/ACCA/CFA or equivalent
- Member of ICPAK/CFA

Work Experience

- At least 8 years' experience in Accounting/Finance, 3 of which should be in senior management.
- At least 3 years' experience in resource mobilization, project management or related field.
- Experience in audit and extensive knowledge of financial rules and procedures including GAAPs/International Accounting Standards.
- Experience in the corporate sector, Church/Christian organization or NGO is desirable.
- Experience with QuickBooks accounting and other computerized accounting systems required.

Working Conditions

Work will be performed in a normal office environment and occasionally working beyond normal working hours to meet deadlines and participate in Church meetings. Interaction is with staff members, members of governance boards, volunteers, church members and congregants, clients and vendors of PBC and key publics. Sunday is a normal working day.

If you feel adequately suited for this role and can greatly contribute to the PBC vision, apply through vacancy@parklandsbaptist.org. **Attach your cover letter and detailed CV as one document.** Please **do not** attach your academic certifications. Provide three referees, one being your pastoral reference. Indicate your expected salary.

The **email subject line** should indicate the position you are applying for. Receipt of applications closes at 5:00pm on **Wednesday 24th October 2018. Only email applications shall be considered.**

Only shortlisted candidates will be contacted.

www.parklandsbaptist.org