



## 1. FINANCE OFFICERS

JOB REFERENCE NO: CBK17/2009

### **Job Purpose**

The overall purpose of the job is to assist in financial accounting, monitoring and reporting systems.

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### **Key duties and responsibilities**

1. Provide and interpret financial information, analyzing change and advising accordingly;
2. Monitor and interpret cash flows and produce accurate financial reports;
3. Recommend financial management mechanisms that minimize financial risk;
4. Conduct reviews and evaluations for cost-reduction opportunities;
5. Liaise with internal and external auditors to ensure regular and annual audits are carried out smoothly;
6. Prepare and manage budgets;
7. Keep abreast of changes in financial accounting standards, regulations and legislation.
8. Keep abreast of changes in taxation regulations and legislation

### **Essential Skills and Experience:**

1. A **registered** qualified accountant (CPA-K).
2. A post graduate degree in business/administration.
3. Minimum 5 years practical experience in financial and tax accounting.
4. Demonstrated ability to develop and manage computer based financial systems.
5. High numeracy and sound technical skills in accounting;
6. Strong attention to detail and ability to work as part of a team;
7. Excellent time management skills and the ability to prioritize tasks and follow up;
8. Fluency in written and oral English.
9. Excellent inter-personal and problem solving skills.
10. Excellent analytical and communication skills.
11. Age between 25 – 35 years

If you meet the above requirements and consider yourself proactive, self driven and up to the challenge, please download and fill the Central Bank of Kenya job application form, CBK 113 -2009 to be found at [www.centralbank.go.ke](http://www.centralbank.go.ke) and send it to:

**Director, Human Resources & Administration**  
**P.O. Box 60000-00200**  
**NAIROBI**

So as to be received on or before **September 25, 2009.**

**Note:**

- **Please do not apply for these positions if you do not have the required qualifications, experience or competencies as per the advertisement.**
- **Applications received after deadline will not be considered.**
- **Only short listed candidates shall be contacted and any form of canvassing will lead to automatic disqualification**

***Central Bank of Kenya is an equal opportunity employer.***