



Central Bank of Kenya

CAREER OPPORTUNITIES

The Central Bank of Kenya (CBK), is responsible for formulating monetary policy to achieve and maintain price stability. The Central Bank also promotes financial stability; an effective and efficient payment, clearing and settlement system; formulates and implements foreign exchange policies; holds and manages foreign exchange reserves; issuing of currency; and is the banker for, adviser to and fiscal agent of the Government.

In line with its vision to be a World-Class Modern Central Bank reflected in its People, Systems and Processes, the Bank is looking to identify results driven, visionary, strategic thinking, experienced and highly qualified leaders with excellent credentials, proven experience, demonstrated capacity and know-how to play a pivotal role in Financial Planning and Reporting and Pensions Administration.

DEPUTY DIRECTOR, FINANCIAL PLANNING AND REPORTING

Reporting to the Director Finance, the role holder will manage and provide leadership in financial planning (budgets), financial accounting and reporting, and accounting for branch functions to achieve strategic objectives. The ideal candidate will be a strategic thinker and effective leader with the ability to work with multiple stakeholders.

Key Responsibilities

- Oversee the preparation of timely and accurate management reports, financial statements and Board reports for performance monitoring and decision making.
- Lead and coordinate the budgeting processes, monthly performance tracking and reforecasting and approval processes in line with laid down timelines/schedules.
- Ensure a robust controls environment and delivery of timely, accurate and full reconciliations including analysis of aged and open items in the General Ledgers.
- Optimise the capabilities of the ERP to improve financial reporting, service delivery and the effective use of data to inform planning, reporting and decision making.
- Proactively identify and document business risks and put in place mitigating measures.
- Lead, manage and effectively coach the team to deliver on the Division's and Department's SLA requirements.

Key Qualifications and Competencies

- A Bachelor's degree in Finance, Accounting or related discipline from a reputable institution and a professional accounting qualification e.g. CPA, ACCA.
- Membership in a relevant professional accounting body.
- Ten (10) years relevant post qualification experience in Financial Management with a minimum of five (5) years in Senior Management preferably in an organisation with similar scale and/or complexity.
- Understanding of the Public Finance Management Act and Regulations, Public Procurement Law and Regulations and International Financial Reporting Standards (IFRS).
- Strong IT skills that includes experience working with ERPs.

PENSION ADMINISTRATOR, CBK PENSION FUND (DEFINED BENEFITS SCHEME)

The holder of this role will have a dual reporting line to the Board of Trustees and the Director, Finance. He/ She will be responsible for the effective and prudent management of the Fund. The ideal candidate will have strong management, organisation, and decision making skills and be an excellent communicator with good interpersonal skills.

Key Responsibilities

- Lead and oversee the Fund's obligations and interactions with the Board of Trustees, the Sponsor, regulatory bodies, and other stakeholders.
- Oversee accounts and investments management, benefits and records management and general administrative management of the Fund.
- Proactively manage risks and ensure sufficient mitigation measures are in place.
- Lead the Fund's operations including member payments processing, tax management, financial management and regulatory reporting.
- Coordinate member engagements such as Annual General Meetings and member drives.
- Ensure a robust controls environment is in place to eliminate and/or mitigate risks and enhance all compliance requirements.
- Develop, implement and review information systems to ensure full optimisation.
- Oversee the property management activities for the Fund's properties.

Key Qualifications and Competencies

- A Bachelor's degree in Actuarial Science, Commerce, Finance, Strategic Management or related discipline from a reputable institution.
- Professional qualification(s) in accounting e.g. CPA, ACCA or equivalent and a member of the relevant professional bodies.
- Training in Pensions/Fund Administration and other relevant certifications will be an added advantage.
- Ten (10) years' post qualification experience with at least three (3) years at Senior Management level in an organisation with similar scale and/or complexity and at least three (3) years management experience in Pension Funds administration and management.
- Demonstrable experience and knowledge in accounting, investments management, financial valuation and fund management processes.
- Understanding and application of the Retirement Benefits Act and other relevant and related laws and regulations.

The detailed role profiles for these positions can be accessed at home.kpmg.com/ke

If your experience matches these exciting opportunities, please submit your application to hrservices@kpmg.co.ke on or before **Friday, 1 April 2022**. Only applications submitted through the email address provided will be considered.

**Only shortlisted candidates will be contacted.*