



KENYA TRADE NETWORK AGENCY – KENTRADE

VACANCY ANNOUNCEMENT

The Kenya Trade Network Agency (KenTrade) is a State Corporation under the National Treasury whose mandate is to implement, operationalize and manage the Kenya National Electronic Single Window System (KNESWS) as well as Trade Facilitation.

To fulfil our mandate, we wish to engage suitably qualified candidates who meet the requirements of Chapter 6 of the Kenya Constitution for the following positions;

MANAGEMENT ACCOUNTANT

Job Title: Management Accountant

Reports to: Finance Manager

Purpose for the Job

To prepare, Monitor, control and reporting of financial information for management decision making as well as policy implementation and ensuring statutory and legal compliance.

Duties & Responsibilities

- i. Implement management accounting and financial reporting policies of the Agency under supervision of the Finance manager;
- ii. Posting financial information and data using relevant accounting reporting software for purposes of updating books of Accounts;
- iii. Preparing and presenting periodic Management Accounts and financial reports
- iv. Preparation of bank reconciliations;
- v. Collation and preparation of annual budgets and financial projections;
- vi. Maintaining and updating of assets register;
- vii. drafting of annual final accounts;
- viii. Preparation of audit schedules for purposes of external audit;
- ix. Maintenance and proper filing of all records related to Management Accounting and Financial Reporting;
- x. Participating in formulating, implementing and maintaining sound financial & Accounting policies, procedures and systems.

- xi. Responsible for costing, responsibility accounting, capital budgeting and depreciation
- xii. Ensuring draft budgets and periodic financial performance reports are prepared for presentation to the management;
- xiii. Approving expenditures as per laid down procedures;
- xiv. Liaising with external consultants, auditors, tax agencies, statutory bodies etc
- xv. Undertake such other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

Minimum Academic, Professional Qualifications and Experience

- i. Bachelor's degree in Commerce, Business Management, Economics or related field from a recognized University;
- ii. Possession of CPA (K)/ full ACCA qualifications;
- iii. Membership of good standing with ICPAK/ACCA;
- iv. At least four (4) years relevant experience in a computerized accounting environment;
- v. Experience in a similar position in a Public Institution desirable.

Qualified and Interested candidates are requested to submit their applications, Curriculum Vitae, copies of certificates & testimonials, email and telephone contacts including names, telephone and email contacts of three (3) referees who must be familiar with the candidates previous work experience. Applications should be addressed as detailed below and be sent by post, hand delivery or email so as to be received not later than **Friday April 7,2017**.

**The Chief Executive Officer
Kenya Trade Network Agency
1st Floor, Embankment Plaza
Longonot Rd - Upperhill
P.O. Box 36943-00200
NAIROBI
vacancies@kentrade.go.ke**

KENTRADE is an Equal Opportunity Employer - women and persons with disability are encouraged to apply.

Any form of canvassing shall lead to automatic disqualification and only shortlisted candidates shall be contacted.