



## **INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF KENYA (ICPAK)**

### **CAREER OPPORTUNITY**

#### **CHIEF EXECUTIVE OFFICER AND SECRETARY TO THE COUNCIL OF ICPAK**

**Job Ref: ICPAK 002/2023**

The Institute of Certified Public Accountants of Kenya (ICPAK) is the professional organization for Certified Public Accountants in Kenya established in 1978 and draws its mandate from the Accountants Act No. 15 of 2008. Since then, ICPAK has been dedicated to the development and regulation of the accountancy profession in Kenya to enhance its contribution and that of its members to national economic growth and development. In its endeavor on institutional strengthening, ICPAK is seeking to recruit dynamic, self-driven and results oriented individual to fit in a team that will propel it to a World Class Professional Accountancy Institute.

#### **Terms of Service**

The successful candidate will be appointed for a three (3) year term on such terms and conditions of employment as the Council may determine and shall be eligible for re-appointment for one further final term subject to satisfactory performance in line with the Institute's HR Policy as approved by the Council. A competitive remuneration package will be offered in line with the terms of service for ICPAK Staff.

#### **Job Summary**

The Chief Executive Officer and Secretary to the Council of ICPAK shall coordinate all the activities of the Secretariat and serve as a link between the Council and the Secretariat. He/she will be responsible for the affairs and transactions of the Institute, the exercise, discharge and performance of its objectives and functions, and the general administration of the Institute. He/she will be responsible for overseeing the implementation of policies, procedures and guidelines to ensure all ICPAK operations conform to regulatory and statutory requirements in place. The Chief Executive will, in addition, deal with the implementation of ICPAK Strategy and drive the business issues that arise and challenge performance of the institution.

## **Job Profile**

Reporting to the Council of ICPAK, the Chief Executive Officer shall perform the following major duties and responsibilities:

## **Duties and Responsibilities**

### **1. Function of coordinating activities of the Secretariat**

- Provide leadership in attainment of Corporate Vision, Mission and Objectives of the Institute;
- Formulate and implement the Institute's policies and broad objectives in consultation with the Council and the Senior Management team;
- Provide leadership in implementing Council decisions in governing the Institute;
- General oversight in management and administration of all the Institute's operations and activities;
- Promote the Institute's image, harmony and cohesiveness internally and develop good working relationships with external stakeholders and customers/members;
- Lead, in consultation with the Council and Senior Management team, the development of the Institute's strategic objectives and business plans alongside the corporate budget and including both short and long term planning;
- Recommend the annual corporate budget for Council's approval and prudently manage the Institute's resources within the approved budget guidelines according to current laws and regulations of the Institute;
- Provide leadership in support of a learning organization and a performance driven corporate culture by defining the performance measures to evaluate the success of the strategies;
- Manage and review all monthly and quarterly reports; and present Management reports to the Council;
- Be responsible for sound financial management and investment decisions by ensuring sound adoption of policies and practices that optimize utilization and returns;
- Provide strategic linkages with business partners, government, other stakeholders and various regulatory authorities;
- Ensure security of information and data within the Institute;
- Provide leadership to effectively manage the human resources of the Institute as per authorized personnel policies and procedures that fully conform to current Government laws and regulations of the Institute;
- Maintain cordial relationships and partnerships with International Accounting bodies such as International Federation of Accountants (IFAC) as well as with regional and local stakeholders that promote the accountancy profession in Kenya and the world in general; and
- Provide leadership in diversification of the Institute's revenue generation strategies to ensure business sustainability and continuity.

### **2. Regulatory and Technical Support**

- Spearhead ICPAK's participation in the development of standards (through input to international standard setting boards (SSBs) of IASB, IAASB, IAESB, IESBA and IPSASB) by ensuring that ICPAK actively and substantively contributes to relevant proposals, exposure drafts and discussion papers in a timely manner;

- Promote the implementation of International Financial Reporting, Auditing and Assurance Standards, other Accounting Standards and Guidelines, Policies, Laws and Regulations pertaining to financial reporting and auditing;
- Monitor the regulatory environment in Kenya so as to identify and contribute to any Laws and Regulations that may impact on accounting, financial reporting, management and auditing in Kenya; and
- Maintain and coordinate relationships and partnerships with International Standard Setters as well as with regional and local stakeholders that impact on financial reporting and auditing in Kenya.

### **3. Council Administration and Support Function**

Serve as Secretary to the Council during its meetings and other deliberations;

- Support operations and administration of the Council by advising and informing the Council members, interfacing between Council and staff, and supporting the Council's evaluation of the Institute's performance; and
- Advise the Council on the Institute's performance through regular performance briefs.

### **4. Systems, Risks and Controls Function**

- Protect the Institute's assets and properties by providing leadership on the establishment, monitoring, and enforcement of internal controls at the Institute;
- Provide leadership on risk management and ensuring that the Institute effectively manages risk by fully implementing the risk management framework, monitoring plans and develop strategies to enforce necessary compliance and control measures;
- Provide leadership in strategy and implementation of appropriate and effective business disaster recovery plans;
- Provide leadership in enforcement of compliance requirements under the Accountants Act and other relevant laws and regulations.

### **Person Specifications:**

For appointment as the Chief Executive Officer, a person must possess the following qualifications:

- Be a citizen of Kenya;
- Has proven leadership ability and integrity and satisfies the requirements of Article 10 and Chapter Six of the Constitution of Kenya;
- Bachelor's degree in Accounting & Finance or business degree
- Certified Public Accountant (CPA) and member of ICPAK in good standing for at least ten (10) years;
- Must be in possession of a Master's degree in any of the following disciplines: Accounting, Finance, Economics, Audit, Business Administration, or an equivalent qualification from a recognized institution;
- Minimum relevant work experience of fifteen (15) years, seven (7) of which should have been Senior Management level in a reputable organization;
- Has knowledge of the accountancy profession, policy formulation and understanding of government; and
- Leadership, Governance or Management Training lasting not less than six (6) weeks from a recognized institution.

### **Knowledge and Skills**

- Good presentation skills and an effective communicator;
- Excellent people management skills;
- Strategic management skills;
- Ability to innovate and to think outside the box;
- Strong planning, coordination and organizational skills;
- Problem solving and decision making skills;
- Negotiation skills;
- Attention to detail and high level of accuracy;
- Analytical skills;
- Good understanding of financial reporting systems coupled with strong computer skills;
- Understanding of performance review methods and techniques;
- Ability to mentor and coach;
- Good understanding of relevant legislation, policies and procedures; and
- Competent in developing Board papers;

### **Key Competencies and personal attributes**

- Ability to work effectively under multiple assignments and within set deadlines;
- Highly motivated, energetic, go getter and a self-starter able to drive results;
- Maintain standards of good conduct and high levels of integrity and ethics;
- Willingness to effectively delegate authority;
- Ability to effectively engage key stakeholders;
- Ability to promote an inclusive culture and team work; and
- Ability to maintain confidentiality concerning the Institute's affairs.

**Successful Candidates will be required to satisfy the requirements of Chapter six (6) of the Constitution of Kenya 2010 on successful recruitment which will include:**

- Police Clearance Certificate
- Self-Declaration Form (Clearance Form)
- Tax Compliance Certificate from the Kenya Revenue Authority (KRA);
- Clearance certificate from the Higher Education Loans Board (HELB);
- Clearance from the Credit Reference Bureau (CRB);

**\*Note:** Chapter six (6) documents should be less than one year old

### **How to Apply:**

Interested candidates should email their application letter accompanied with a detailed CV in PDF format clearly indicating their **current and expected salary** on or before **11<sup>th</sup> May 2023** to the following email address: [Chairman2023@icpak.com](mailto:Chairman2023@icpak.com)

ICPAK is an equal opportunity employer and qualified applicants from all backgrounds are encouraged to apply.

Only shortlisted candidates will be contacted.