



Terms of Reference

TERMS OF REFERENCE FOR FINANCE MANAGER

Background

The Kenya Private Sector Alliance (KEPSA) is the apex body for the private sector in Kenya. KEPSA brings together local and foreign business associations, federations, chambers of commerce, professional bodies that are sectoral umbrella bodies and individual sectoral business membership organizations, corporates, from multinationals to large and medium-sized companies, SMEs, and start-ups from all sectors of the economy, across all parts of the country. This gives KEPSA a reach of over 2 million businesses directly and indirectly. KEPSA also serves as the national focal point of the East Africa Business Council (EABC), the umbrella body of businesses in East Africa. It hosts the International Chamber of Commerce (ICC) Kenya Chapter, a member of the ICC with a reach of over 45 million businesses globally.

Position Summary

The Finance Manager is responsible for overseeing all financial aspects of the organization, including cash flow management, financial planning, auditing, taxation, and strategic financial direction.

Your Data

If you choose to apply for this position, you will be providing us with your Personal Data, which we will process for the purposes of selecting a candidate for the position only.

We will keep the Personal Data you share with us as part of the application process for six months from the deadline for application, after which it will be deleted.

Your Personal Data will be accessed only by our HR Staff managing the recruitment process, as well as the members of the selection panel.

You have the right to:

- a) ask us for access to your Personal Data and for information about how we process it;
- b) to ask us to rectify the Personal Data we have on record for you;
- c) to ask us to delete your Personal Data or restrict its use; and
- d) to object to our processing of your Personal Data.

To exercise these rights, please contact; hr@kepsa.or.ke

If you have any concerns or complaints about how KEPSA processes your Personal Data, please submit them to hr@kepsa.or.ke

Responsibilities

1. **Cash Management and Financial Strategy:** Assume full responsibility for all aspects of cash management, investments, budgeting, and financial reporting. Drive the development and implementation of KEPSA's financial strategy to ensure financial stability and growth.
2. **Budget Development and Reporting:** Lead the coordination and development of annual operating, capital, and program budgets. Oversee the preparation and reporting of financial performance against these budgets.
3. **Operational Cash Flow Management:** Ensure that cash flow supports operational needs by managing day-to-day accounting, recording, reporting, and internal control activities. Implement measures to maintain a healthy cash flow and optimize financial resources.
4. **Best Practices and Financial Controls:** Develop and implement best practices, tools, and systems to ensure robust fiscal management. Enhance organizational flexibility while maintaining strong financial controls, effective project coordination, cross-team communications, and streamlined workflows.
5. **Regulatory Compliance:** Stay abreast of existing and new financial legislation and regulations. Ensure organizational compliance with all financial requirements by proactively addressing changes in legislation and implementing necessary adjustments.
6. **Leadership and Team Management:** Provide leadership, direction, and management to the finance and accounting team. Foster a collaborative and high-performance culture within the finance department.
7. **Strategic Recommendations:** Offer strategic financial recommendations to the CEO and the management team. Contribute to shaping the organization's strategic direction through insightful financial analysis and advice.
8. **Long-Term Business Planning:** Advise on and contribute to long-term business and financial planning. Support strategic initiatives by providing financial insights and projections that align with the organization's goals.
9. **Policy Review and Improvement:** Review and enhance finance, procurement, and audit policies and procedures. Ensure they are efficient and supportive of the organization's operations and strategic objectives.
10. **Financial Risk Management:** Identify, assess, and manage financial risks to protect the organization's assets and ensure financial stability. Implement risk management strategies and contingency plans as necessary.

Qualifications & Skills

- Bachelor's degree in finance, Accounting or a related field (Master's degree is an added advantage).
- CPA-K and professional membership in good standing.

- Minimum 7 years of progressive financial management experience, with at least 3 years in a leadership role.
- Strong knowledge of financial reporting, budgeting, taxation, and regulatory compliance.
- Proven experience in leading teams and implementing financial systems and controls.
- Excellent analytical and problem-solving skills.
- Strong leadership and team management abilities.
- High level of integrity and ethical standards.
- Proficiency in accounting software and financial management systems.
- Effective communication and stakeholder engagement skills.

How to Apply

CVs and all relevant documentation should be emailed to: hr@kepsa.or.ke not later than 11th September 2025.