

**JOB ADVERTISEMENT  
FINANCE MANAGER**

**Location** : West Valley Sugar Company  
**Department** : Finance Department  
**Reports To** : Finance Manager  
**Application Deadline:** Wednesday 13<sup>th</sup> August 2025  
**Vacancy** :1

**JOB OVERVIEW**

This role will primarily be responsible for overseeing end-to-end finance operations, financial planning and analysis, balance sheet reconciliations, Company ad-hoc projects and requests and the development and implementation of financial policies and procedures in line with international standards and best practices. He/ She will be expected to execute and deliver excellence in planning and implementing strategies to achieve agreed financial management targets, undertake accurate data analysis and advise Management to make sound business financial decisions on profit-maximization to ensure the achievement of Company's corporate objectives and long-term success within acceptable business standards.

**DUTIES AND RESPONSIBILITIES**

- Influence outcomes through development and implementation of clear strategic goals, departmental policies and procedures and provision of guidance to direct reports and monitoring their performance (KPIs) to ensure each of their functional roles are effectively coordinated.
- Develop and install effective financial management systems and procedures.
- Provide professional leadership and technical guidance in identifying and evaluating organizational risk factors.
- Plan and coordinate the timely preparation of annual work plans and budget estimates that achieves desired targets.
- Coordinate banking services, reconciliation of ledger accounts; and custody of funds, securities and financial instrument.
- Review procurement process to ensure that the Company gets value for money through competitive bidding process, delivery of quality goods and services
- Establish stringent expenditure control procedures by adhering to best practice.
- Analyze financial information detailing assets, liabilities, capital and projected financial position for implementation of planned activities.
- Develop and implement computerized financial information systems that enhance record keeping and asset management.
- Monitor and track the utilization of capital and operational expenditure against approved plan.
- Interpret financial reports, statements, accounting records and advice the Chief Executive and Finance Director accordingly.
- Coordinate the preparation of tax returns to ensure compliance.
- Review analysis of on-going programmes in order to determine progress towards stated goals and objectives and take immediate action for any deviations.
- Enhance the production of quality and timely accounting reports through improved accounting

systems and procedures.

- Conduct training needs assessment for staff in order to improve quality services.
- Appraise and evaluate the performance of staff against set departmental targets and objectives.
- Attend HOD meeting, Departmental meeting and external meeting.
- Allocate the financial resources of the Company, undertake corporate budget planning and support the Management team by offering insights and financial advice that will allow them to make the best business decisions for the Company.
- Provide financial reports and interpret financial information to managerial staff while recommending further courses of action to minimize financial risks.
- Advise on investment activities and provide strategies that the Company should take to maintain the financial health of the organization.
- Analyse costs, pricing, variable contributions, sales results and the Company's actual performance compared to the business plans.
- Develop trends and projections for the Company's finances, conduct reviews and evaluate cost-reduction opportunities.
- Oversee a large and diverse team, lead and motivate to ensure effective employee engagement and consistent performance against set targets.
- Manage strategically the Finance function to ensure achievement of financial operations, set goals and objectives, and design a framework for these to be met.
- Implement and manage financial and accounting software (ERP) used by the Company.
- Analyse every day financial activities/transactions and subsequently provide advice and guidance to management on future financial spending/plans.
- Undertake astute financial management and control by ensuring all departments comply with approved budgets and/or expenditure in line with approved business plans, quarterly and yearly forecasts.
- Correspond with various departments, discussing company plans and agreeing on future paths to be taken in relation to approved budgets/plans.
- Ensure reconciliation of Company's bank statements and bookkeeping ledgers.
- Complete analysis of the employee expenditures.
- Generate the Company's financial reports using income and expenditure data
- Ensure filing and remittance of taxes and other financial obligations.
- Liaise with auditors to ensure appropriate monitoring of Company finances is maintained for accurate financial reporting.
- Report and advice management and stakeholders on how the Company and future business decisions might be impacted
- Supervise the Finance department staff, training and capacity building and performance reviews and evaluations.
- Any other Duty as assigned by your supervisor or Management Representative.

## **KEY QUALIFICATIONS**

- Bachelor's degree in Accounting, Business, Finance, or related field.
- CPA-K or ACCA; MBA is an added advantage.
- Over 7 years of experience as an Accountant, with at least 4 years of Managerial experience.

- Experience in Manufacturing industry is preferred.
- Proficiency in ERP, SAGE ERP, Odoo, or SAP and accounting software.
- Solid knowledge of financial analysis and forecasting.
- Excellent analytical and numerical skills.
- Strong attention to detail and organizational skills.
- Knowledge of Microsoft Office tools – MS Excel, MS Word, MS PowerPoint and MS G-suite
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.

#### **KEY SKILLS AND COMPETENCIES**

- Supervision of Senior Accountant, Accounts Payable and Accounts Receivable
- Developing and implementing effective accounting strategies.
- Accurate tax planning, compliance, and alternative dispute resolution management.
- Inventory accounting, control management and cost control.
- Timely preparation of financial reports (monthly, quarterly and annual).
- Management of reconciliations for bank statements, accounts receivable and payables.
- Effective preparation of monthly cash flow projections and analysis
- Establishing systems for cost sensitivity and early warning for cost overruns.
- Implementation of internal control mechanisms and financial process improvements.
- Participation in internal and external audits.

#### **HOW TO APPLY**

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience to [recruit@kipchimchimgroup.com](mailto:recruit@kipchimchimgroup.com) or hand delivered to the Human Resource Office Kipchimatt Building -Brooke Centre on or before Wednesday 13<sup>th</sup> August 2025

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