

1.Accountant Financial Assets – External Schemes - CPF/AFA-ES/25

Job Title:	Accountant Financial Assets – External Schemes		
Department:	Finance and Commercial Services		
Section	Investment Accounting		
Reports to:	Principal Accountant, Financial Assets		
Direct Reports:	None		
Contract Period	6 Years		
Location	Nairobi		
Job purpose:			
This position is responsible for gathering financial data related to assets and preparing schedules and reports for use by Senior Management.			
Key duties and responsibilities:,is			
<div>1. Maintain Investment Management Accounting system, policies and procedures.</div> <div>2. Ensure monthly postings of investments transactions for custody accounts.</div> <div>3. Prepare monthly custody reconciliation for external schemes.</div> <div>4. Monitor compliance of investments decisions made by the fund manager with the IPS and RBA regulations and escalate any non-compliance issues.</div> <div>5. Prepare quarterly reports, investment schedules, audit schedules and any other report required from time to time.</div> <div>6. Keep up to date with, and understand, relevant laws and regulations.</div> <div>7. Filing of financial assets documents</div> <div>8. Prepare and provide investment schedules during internal and external audit.</div> <div>9. Prepare and present daily/weekly/monthly reports to management for decision making.</div> <div>10. Perform any other duties as may be assigned from time to time.</div>			
Knowledge, experience, and qualifications required			
Academic and Professional Qualifications/Memberships to professional bodies:			
<div>1. A Bachelor’s Degree in Finance, Accounting, Economics, or a related field.</div> <div>2. Professional qualification in securities and investments, ACCA, CPA(K), CFA</div> <div>3. or its equivalent.</div> <div>4. Member of Chartered Institute of Securities and Investments (CISI), Institute of Certified Public Accountants of Kenya (ICPAK) or its equivalent.</div>			
Experience Required:			
<div>1. At least 2 years’ relevant experience in a similar organisation or busy function.</div>			
Role Competencies			
Technical Competencies:		Behavioral Competencies:	
<div>1. Strong stakeholder management skills</div> <div>2. Excellent analytical and Financial Reporting skills with attention to detail in identifying and assessing risks.</div> <div>3. Investment and Portfolio Accounting Skills</div>		<div>1. Strong organizational and communication skills, with the ability to collaborate effectively across departments.</div> <div>2. High ethical standards and the ability to handle confidential information with integrity.</div>	