



Position Title: Corporate Services Officer - Temporary

The Position shall be responsible for the provision of effective and efficient resources management and support services with core functions in:

- Financial Management and Procurement and
- Sound Corporate Governance

Other added functions in:

- Human Resources Management & Administration
- Operational Internal Controls in accordance with legislation and service standards

Duties

- Develops and implements financial internal controls.
- Prepares financial reports including management accounts at required intervals.
- Coordinates annual organizational budget.
- Manages expenditure of the organization.
- Develops and maintains Asset and Liabilities register.
- Ensures that audit queries are managed and addressed.
- Coordinates the appointment of external and internal audit services.
- Performs all journal entries and reconciliations.
- Responsible for accounts receivable and payable (control ledger).
- Ensures that appropriate supply chain management policies, procedures and processes, are in place.
- Drives organizational compliance to procurement policies, procedures and processes.
- Implementation of conditions of service, as well as, HR systems, policies and processes.
- Prepares monthly payroll administration.
- Builds a conducive work environment.
- Provides input into the development and implementation of the Vision 2036 Corporate Strategy.

REQUIREMENTS

Qualifications	Experience	Knowledge	Skills	Behavioral Attributes
<ul style="list-style-type: none">• Bachelor's Degree in Management, Business, Accounting or related field.• ACCA, CIMA or equivalent qualification.• Membership of BICA as an added advantage.	<ul style="list-style-type: none">• At least three (3) years relevant post qualification experience.	<ul style="list-style-type: none">• Knowledge and understanding of strategy development and implementation processes.• Knowledge of the statutory and regulatory compliance issues.• Knowledge of International Reporting Standards.	<ul style="list-style-type: none">• Negotiation skills.• Strategic thinking, innovation and conceptual skills.• Financial Management skills.• Proficiency in computer applications.• People management.	<ul style="list-style-type: none">• Assertiveness.• Decisiveness.• Sound Business Acumen.• Attention to detail.• Achievement orientation.