



JOB VACANCY ANNOUNCEMENT - 10/07/2025
FINANCE AND ADMINISTRATION MANAGER
JOB REFERENCE: NYANDAWAS/CMT/002/2025

Nyandarua Water and Sanitation Company Limited, a private water utility company fully owned by the County Government of Nyandarua and with a mandate to provide water and sanitation services in Nyandarua County is seeking to recruit a self-driven individual for the position of **Finance and Administration Manager**.

Job Specification:

The Finance Manager is responsible for overseeing all accounting and financial aspects and human resources management of NYANDAWAS. He/she shall also be responsible for the implementation of the accounting and financial policies, human resources policies and procedure manuals, strategies, budgetary planning, and asset management.

a) Duties and responsibilities:

- i. Prepare accurate and timely financial reports, including balance sheets, income statements, and cash flow statements promptly for decision-making
- ii. Confirming compliance with tax laws across all business transactions
- iii. Ensuring safe custody of company records and assets
- iv. Analyzing below-the-line accounts and handling cash transactions duties
- v. Reviewing payment documents and complying with relevant tax laws
- vi. Processing vouchers, and cheques and posting payments and receipt vouchers in the cashbooks
- vii. Management of all cashbook transactions in line with Public Finance Management Act (PFM)
- viii. Verifying supporting documents seeking for letters of credit
- ix. Extracting and providing cash liquidity analysis
- x. Ensuring the security of cheques and cheque books
- xi. Extracting documents and information for financial audit purposes and inclusion in periodic reports for decision-making
- xii. Analyze financial data and provide insightful reports to management for strategic decision-making.
- xiii. Oversee day-to-day accounting activities, including accounts payable, accounts receivable, general ledger, and payroll.
- xiv. Reconcile financial discrepancies and ensure the accuracy and completeness of financial records.
- xv. Assist in the development and monitoring of NYANDAWAS's budget and collaborate with department heads to forecast financial performance and identify areas for cost optimization.
- xvi. Ensure compliance with relevant accounting principles, laws, and regulations and coordinate with external auditors during the audit process.

- xvii. Conduct financial analysis to assess the company's financial performance and identify trends, risks, and opportunities.
- xviii. Provide recommendations for improving financial efficiency and profitability.
- xix. Establish and maintain strong internal control procedures to safeguard NYANDAWAS assets and prevent fraud.
- xx. Evaluate existing controls and suggest improvements where necessary.
- xxi. Utilize and maintain NYANDAWAS's accounting systems effectively and Identify opportunities to enhance automation and streamline accounting processes.
- xxii. Collaborate with cross-functional teams on financial matters and promote a cooperative work environment.
- xxiii. Ensure compliance with approved human resources management policies, systems, and procedures and their standard application within the organization;
- xxiv. Prepare, monitor, and maintain the human resources budget and timely and accurate payroll administration and remittance of deductions;
- xxv. Support in the Administration and review of NYANDAWAS's HR manual/policy document;
- xxvi. Review of NYANDAWAS's strategic plan as pertains to the human resource & administration department;
- xxvii. Lead training and appraisal of all staff in line with the overall NYANDAWAS staff training and development objective
- xxviii. Perform any other duties as may be assigned from time to time by the Managing director.

b) Job Requirements

- i. Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;
- ii. Full professional qualification in either CPA (K), ACCA, CISA or CIA.
- iii. A Member of ICPAK with good standing
- iv. At least 3 years' work experience.
- v. Proficiency in ICT with strong MS office and internet ability.
- vi. Excellent planning and organizational skills.
- vii. Strong analytical skills.
- viii. Excellent communication skills.
- ix. Strong leadership skills.
- x. Good interpersonal relations skills.
- xi. Problem solving skills.
- xii. Successful Candidate must satisfy the requirements of chapter six of the constitution of Kenya on Leadership and integrity through provision of; -
 - a) Current certificate of good conduct from Directorate of Criminal Investigation Department.
 - b) Current Tax compliance certificate from Kenya Revenue Authority.
 - c) A clean and current report from an approved credit reference Bureau (CRB).
 - d) Clearance from the Ethics and Anti-Corruption Commission (EACC).
 - e) Clearance Certificate from Higher Education Loans Board (HELB).

TERMS OF EMPLOYMENT

The appointment will be for a fixed contract term of **3 YEARS** renewable subject to satisfactory performance evidenced by continuous achievement of performance targets.

APPLICATION INSTRUCTIONS

Application packages in a sealed envelope which include a cover letter, detailed CV and certified copies of certificates and testimonials should be sent by post or courier to: -

**The Managing Director
Nyandarua Water and Sanitation Company,
P.O. Box 164- 20300,
Nyahururu.**

In addition to the Hard copy of the application, a soft copy should be sent to recruitment@nyandaruawater.co.ke before the expiry of the closing date (25th July 2025, 17:00 Hours) with the VACANCY NUMBER as the email subject.

Note:

- The Vacancy number should be clearly marked on the left top corner of the outer envelope of the application package.
- Only shortlisted candidates will be contacted.
- Canvassing in any way will lead to automatic disqualification.
- Include your current gross remuneration on the cover letter.

CLOSING DATE: (25th July 2025, 17:00 Hours)