

## **Finance and Administration Manager Position Advert**

**Job Title: Finance and Administration Manager**

**Expected Salary: KES 70,000- 100,000**

**Location: Nairobi, Kenya**

**Reports To: Chief Executive Officer**

The **Association of Women Accountants of Kenya (AWAK)** seeks a highly organised and results-driven **Finance and Administration Manager** to oversee financial management and administrative operations. The ideal candidate will ensure compliance, support revenue growth initiatives, and enhance operational efficiency.

### **Key Responsibilities**

- Manage budgets, financial planning, and reporting.
- Ensure compliance with statutory, legal, and regulatory requirements.
- Oversee administrative processes, procurement, and asset management.
- Provide financial analysis to support revenue-generating programs.
- Lead and develop the finance and administration team.
- Draft and review contracts and agreements.

### **Key Qualifications**

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field (Master's degree is an added advantage).
- Professional qualifications such as CPA, ACCA, or equivalent.
- At least 7 years of experience in financial management, with 2 years in a leadership role.
- Strong knowledge of financial reporting, compliance, and risk management.
- Experience in organizational administration and process improvement.

### **Key Competencies**

- Strong analytical and problem-solving skills.
- Excellent leadership and communication abilities.
- High level of integrity and attention to detail.
- Proficiency in financial management systems.

### **How to Apply**

Submit your CV and cover letter to [hr@awak.co.ke](mailto:hr@awak.co.ke) by **5.00pm January 10<sup>th</sup>**, quoting your expected salary. Only shortlisted candidates will be contacted.

<https://www.awak.co.ke/vacancies>

**AWAK is an equal-opportunity employer committed to diversity and inclusion.**

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