



TENWEK HOSPITAL

GROW YOUR CAREER WITH US

Established in 1937 and located at Bomet County, Tenwek Hospital is a Ministry of the Africa Gospel Church Kenya. It's a 400-bed capacity Teaching and Referral Hospital serving the vast Southwest Region of Kenya including but not limited to Bomet, Narok, Kisii, Kericho and Kisumu Counties. Over the years, the Hospital has grown to become one of the top healthcare institutions in the Country offering a wide variety of healthcare services.

Tenwek Hospital is a Christian Community committed to excellence in provision of Compassionate Healthcare, Spiritual Ministry and Training for Service to the Glory of God.

The Hospital is seeking to recruit highly motivated, ministry minded, born again Christians with good standing, demonstrating spiritual maturity, integrity and a calling to serve to fill the following position.

FINANCE MANAGER

Job Summary: Reporting to the Finance Director, the successful candidate will be responsible for managing the finance department and ensure implementation of sound accounting, budgeting and financial control policies, systems and procedures in line with International Accounting Standards and the hospital's objectives. The position will also be responsible for the financial and accounting oversight at Tenwek Hospital College.

Key Responsibilities and Duties

1. Coordinate preparation of accurate and up-to date financial and management accounting information in order to facilitate decision making;
2. Establish and continuously update internal control systems and procedures to ensure prudent use of financial resources;
3. Coordinate the budget preparation process of the hospital and prepare the related special revisions in a timely manner;
4. Develop, implement and monitor effective systems of monitoring performance against budget including key financial performance indicators;
5. Assist budget holders with preparation of business plans and capital investment appraisals;
6. Ensure timely monthly reconciliation of budget adjustments to the agreed expenditure plan;
7. Review and benchmark operational costs and capital expenditure with the industry standards to ensure they remain within acceptable limits;
8. Ensure maintenance of an up- to-date assets register;
9. Facilitate training sessions for central finance staff members and develop non-finance managers with appropriate knowledge for financial decision making;
10. Analyze and report significant budget variances and to identify possible remedial actions in consultation with divisional accountants;
11. Prepare divisional and corporate forecasts for income and expenditure on monthly, quarterly and annual basis;
12. Prepare and submit periodic statements, reports and reconciliations together with appropriate interpretation and recommendations for the Management Team within agreed timelines;
13. Ensure effective treasury management including the hospital's bank accounts, loans and other financial instruments;
14. Maintain robust cash handling and banking procedures;
15. Ensure that closing stocks in financial statements can be tied up to physical stocks and differences are investigated promptly and resolved;
16. Provide advisory services on building the investment portfolio of the Hospital;
17. Ensure full integration of all Hospital Management Information Systems (HMIS) financial transactions;
18. Identify, deploy and motivate the finance team including performance appraisal, identification of training needs, mentorship and coaching as well as leave and absence management in line with the hospital's people agenda; and
19. Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

QUALIFICATIONS, KNOWLEDGE, AND SKILLS

- Bachelor's degree in Business Administration, Economics, Finance or other business related fields from a recognized institution.
- Must be a qualified accountant with relevant professional qualifications such as Certified Public Accountant (CPA-K) or ACCA.
- Minimum of 8 years accounting experience with 5 years at management level.
- Experience in healthcare sector will be an added advantage.

CORE COMPETENCIES

- Excellent understanding of International Financial Reporting Standards (IFRS)
- Excellent grasp of Financial and Management Accounting; Taxation and relevant legislation.
- Knowledge of accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Preparation of Financial Statements.
- Knowledge of regulatory requirements and regulations related to the health care sector.
- Sound knowledge of macroeconomic and microeconomic environment.
- Working knowledge of financial information management systems
- Demonstrated ability to engage and influence senior level leaders regarding key business priorities, issues and initiatives.
- Communication skills including presentation and facilitation skills.
- Must be a born again and committed Christian with evidence of maturity in faith.

HOW TO APPLY

If you are interested in any of these challenging opportunities, send your application letter with a detailed CV and Statement of Faith* addressed to:

The Human Resources & Administration Director

Tenwek Hospital

P.O. Box 39 – 20400

BOMET

Applications should be sent directly through recruit@tenwekhosp.org by 2nd February 2024 with the position being applied for as subject line.

Only shortlisted applicants will be contacted. We do not charge any fee for receiving your CV or for interviewing and all communications will be done through official line and email.

NOTE: Hard Copy applications will not be accepted. Any form of canvassing will lead to automatic disqualification.

***What is a statement of faith?**

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with Tenwek Hospital. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.