



Revenue & Accounting Manager – Grade KPC 3

a) Job Specifications

- i. Improvement of controls by evaluating, redesigning, developing, documenting and implementing of Product Accounting procedures, processes and instruction manual in compliance with the company policy, changing tax regimes and regulations in the Oil Industry.
- ii. Accomplishing finance and the company's mission by completing related results as needed.
- iii. Co-ordinate the accounting of all receipts, transfers and deliveries in and out of all Kenya Pipeline installations countrywide.
- iv. Co-ordinate billing of for ex KPC deliveries, side contracts services and any other service offered by KPC.
- v. Compiling monthly performance reports for KPC system including monthly product throughput/ revenue trends, causes and implications.
- vi. Facilitate preparation of accurate and timely monthly and periodic reports on KPC product movements and revenue in line with IAS and oil industry requirements suitable for management decision making.
- vii. Co-ordinate and ensure proper management of the Collateral Financing arrangement.
- viii. Liaise and development of profitable business relations with KPC's customers (Shippers and other stakeholders) for smooth day to day product accounting functions.

b) Person Specifications

- i. Bachelor's degree in Finance or Commerce (Accounting option) or its recognized equivalent qualifications
- ii. CPA (K) or its recognized equivalent qualifications
- iii. A minimum of ten (10) years post qualification relevant work experience five (5) of which should have been at senior management level.
- iv. Member of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body.
- v. Leadership Course lasting not less than two (2) weeks
- vi. Proficiency in computer applications.
- vii. Fulfilled the requirements of Chapter Six of the Constitution; and
- viii. Demonstrated competence in work performance

c) Key Skills and Competencies

- i. In-depth knowledge of International Accounting Standards and budgeting principles and practices; financial and strategic planning, budget administration, statistics and data collection methods, policy analysis, financial modeling and forecasting.
- ii. Considerable knowledge of principles, methods and practices of governmental accounting and budgeting
- iii. Strong leadership, communication and interpersonal skills.

- iv. Ability to resolve problems in a timely manner, gather and analyze information skillfully, develop alternative solutions, work well in group problem solving situations and reason when dealing with emotional topics
- v. Ability to maintain professional status, high integrity and keep abreast of evolving trends in accounting and finance through continuing professional development
- vi. Proficiency in financial and statistical packages
- vii. Ability to deliver Kenya Pipeline Company's articulated vision for change, create a sense of urgency around change and motivates staff to join change efforts
- viii. Ability to establish flexible multidisciplinary teams in an environment conducive to continuous learning, creativity and innovation
- ix. Ability to empower staff through coaching and counseling by emphasizing accountability and results oriented management rather than direct supervision.

APPLICATION REQUIREMENTS

Interested candidates are requested to visit the KPC website www.kpc.co.ke under the Career Opportunities section where the Job Descriptions and Specifications as well as the User Manual containing instructions on how to apply for the positions have been posted.

All applications should be received not later than **7th January 2021**.

Candidates interested in positions in Grade KPC 2, 3 & 4 are expected to fulfil the requirements of Chapter Six of the Constitution of Kenya. In this regard, they must upload copies of the following;

- i. Certificate of Good Conduct from the Directorate of Criminal investigations (DCI)
- ii. Clearance Certificate from Higher Education Loans Board (HELB)
- iii. Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- iv. Clearance from the Ethics & Anti-corruption Authority (EACC)
- v. Clearance from Credit Reference Bureau (CRB)

Kenya Pipeline Company is an equal opportunity employer committed to diversity and gender equality. Women and persons with disability are encouraged to apply.

Please note that only shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.