

MAASAI MARA UNIVERSITY

REF: MMU/FO/01/2021 FINANCE OFFICER – GRADE 15 (1 POST)

The Finance Officer will be reporting to the Deputy Vice-Chancellor (AF&P) for the overall formulation and implementation of the Finance strategy for the University.

For appointment to this position the applicant must:

- i. Be a holder of a Master's Degree in Finance or related degree from a recognized University;
- ii. Be a holder of Professional qualification in CPA(K), ACCA and/or ACA
- iii. Be registered with ICPAK or an equivalent Accounting body
- iv. Have at least eight (8) years relevant work experience and must have served for at least three
- v. (3) years as Deputy Finance Officer/Chief Accountant or equivalent
- vi. Must have practical knowledge in ICT and good understanding of ERP and other MIS
- vii. Have entrepreneurial and innovative approach to business and business solutions
- viii. Have highly developed interpersonal and communication skills
- ix. Demonstrated merit and ability as reflected in work performance and results
- x. Has shown unquestionable integrity
- xi. Possession of a PhD Degree in a relevant field will be an added advantage.
- xii. Meet requirements of Chapter six of the Constitution.

Duties and Responsibilities

- Responsible for review, planning, coordination, design and implementation of accounting services and systems
- Responsible for effective coordination and implementation of all financial policies
- Responsible for the compliance and adherence to International Financial Reporting Standards(IFRS)
- Advise University Management/Council on all financial matters
- Liaise with Government and other agencies on all University financial matters
- Responsible for preparation and submission of end of year financial statements and accounts to University Council and Kenya National Audit
- Ensure the maintenance of effective accounting systems in the University in line the Generally Acceptable Accounting Principles (GAAP)
- Formulation and implementation of departmental strategic plan
- Ensure compliance with all relevant laws of financial matters
- Responsible for submission of the University budget to University Council and Government
- Responsible for development and implementation of Departmental Strategic Plan
- Supervision and development of staff in the department.

- Timely and accurate preparation of annual reports and financial statements and quarterly management reports in compliance with International Public Sector Accounting Standards, Public Finance Management Act 2012, Public Finance Management Regulations 2015, other relevant circulars and generally accepted Accounting Principles.
- Annually, prepare the University-wide annual estimates of revenue and expenditure in compliance with Public Finance Management 2012.
- Advise ways of raising additional internal and external revenue for the University and ensure such revenue is timely recognized in the books of accounts.
- Co-ordinate both internal and external audit exercises by ensuring timely and correct availability of audit schedules.
- Drive strict implementation of students' fees payment policy so as to ensure that all fees due is collected and correctly captured in a timely manner.
- Ensure integration of bank accounts with the ERP system.
- Carry out efficient Treasury Management of the University by ensuring real time update of the cash book, sufficient funds in bank before payment process, daily banking of all receipts and placements in short term deposits of any excess funds.
- Ensure tax compliance and all statutory deductions and other payroll deductions are remitted in a timely manner to minimize exposure of the University.
- Check the University payroll especially staff in payroll against head count, earnings in line with specific grades, allowances paid having been duly authorized, deductions to be properly supported and in compliance with applicable laws, circulars and regulations.
- Perform any other duties as may be assigned from time to time.

REF: MMU/DFO/02/2021 DEPUTY FINANCE OFFICER – GRADE 14 (1 POST)

Job Specifications/ Requirements

For appointment to this position an applicant must:

- i. Have a Master of Business Administration (MBA) (Accounting/Finance option) or its equivalent plus CPA(K) or its equivalent;
- ii. Be registered with ICPAK or an equivalent Accounting body
- iii. Have seven (7) years' experience, three (3) of which must have been as a Senior Accountant Grade 13 or equivalent
- iv. Have outstanding professional competence in Public Sector Financial Management
- v. Be a person of integrity and good management skills
- vi. Have practical knowledge of ICT and ERP Accounting systems
- vii. Meet requirements of Chapter six of the Constitution.

Duties and Responsibilities

The Deputy Finance Officer will be reporting to the Finance Officer for the day to day performance of duties and responsibilities.

The Responsibilities of the Deputy Finance Officer shall include:

- Deputizing the Finance Officer in the management of day to day activities of the department;
- Implementation of an adequate accounting system through maintenance of accurate financial records, which must recognize, classify, summarize, post and report transactions.
- Supervision and development of staff in the section.
- Monthly and on ad-hoc basis generate the following reports: budget utilization, students' fees collection status, projects implementation status, rolling cash flow forecast, catering unit performance, consultancy and research funds income and utilization.
- Participate in formulation and implementation of the departmental strategic plan.
- Ensure timely General Ledger reconciliations especially students financial accounting, bank reconciliations, projects accounts reconciliations, fixed assets reconciliations and research/consultancy funds accounting.
- Maintain accurate records of University projects and timely reconciliation of the same in line with the funding received and payments made.
- Check both recurrent and development expenditure of the University to ensure that they are within budget, authorized, reasonable, are in compliance with Public Procurement and Asset Disposal Act 2015 and value for money is received. Ensure that pending bills are monitored and payments made on aging basis.
- Ensure proper maintenance of the grants register to ensure proper and accurate bookkeeping
- Assist in formulation and implementation of the departmental policies, procedures and plans for smooth operations
- Coordinate preparation and generation of financial reports to ensure adherence to the set professional standards.
- Carry out implementation of adequate accounting systems to ensure maintenance of sound financial records.
- Review of ledger accounts to ensure completeness of financial reporting working papers.

REF: MMU/MO/03/2021 MEDICAL OFFICER - GRADE 12 (1 POST)

Job Specification for Appointment

For appointment to this position the applicant must have: -

- i. Bachelor of Medicine and Bachelor of Surgery obtained from a recognized university.

- ii. Must have a Medical Practicing license and Professional Indemnity License
- iii. Membership to Kenya Medical Practitioners and Dentists Board
- iv. Must have five (5) years working experience post internship
- v. Evidence of continuing professional development

Duties and responsibilities

The Medical Officer will be responsible to the Registrar (Administration and Planning) for the following duties and functions;

- Examine and treatment of patients in the area of specialization using curative and preventive measures and advise on admission and management of the patients into the health unit.
- Coordinating and controlling provision of medical services to patients in the University
- Coordinating and controlling provision of both formal and informal of training to health personnel working under his/her supervision
- Participation in the formulation of policy for operation and development of health services
- Organization and management of framework of health delivery system
- Implementation of specific projects and programmes related to various areas of health care
- Participate in overall planning of health services in the University
- Provide health services in various disciplines of medicine and other specializations
- Provide professional guidance to other personnel to ensure effective planning and management of health care programmes
- Conducting clinics on regular basis for follow up of patients with chronic medical conditions and any other patients deserving regular review and care
- Input into the procurement plan for the requisition of the essential items and equipment for use at the health unit.
- Perform any other duties and task relevant to the professional and as may assigned or delegated by the Registrar (Administration and Planning)

Finance Officer Salary Grade 15

Basic Salary: Ksh.170,715/=

Salary Progression: Kshs.170,681 x 5483 – 181,649 x 5486 – 192,623 x 5490 – 203,605
x
9044 – 221,700 x 9,059 – 239,826 x 9,072 – 248,898 p.a.

House Allowance: Ksh.73,715/=

Deputy Finance Officer Salary Grade 14

Basic Salary: Kshs.135,859/=

Salary Progression: Kshs.135,859 x 4121 – 144,960 x 4980 – 154,921 x 4982 – 164,885
x
4983 – 174,853 x 4985– 184,825 x 4,988 – 189,813 p.a.

House Allowance: Ksh.62,658/=

Medical Officer Salary Grade 12

Basic Salary: Kshs.94,347/=

Salary Progression: Kshs.94,347 x 2996 – 100,338 x 2995 – 106,327 x 2992 – 112,321 x
3728 – 112,312 x 3728– 119,767 x 3725- 127,614 x 4122- 131,736
p.a.

House Allowance: Ksh.55,286/=

Application Guidelines and Statutory requirements for applicants for the positions

Applications in ten (10) copies, should be submitted together with a detailed curriculum vitae detailing academic qualifications, professional experience, leadership and management roles, publications/awards/scholarships/funding, membership of professional associations, linkages and community service; copies of relevant certificates, email address and telephone contacts. Applicant must obtain clearance from Higher Education Loans Board, Ethics and Anti-Corruption Commission, Kenya Revenue Authority, certificate of Good Conduct and Credit Reference Bureau Certificate.

Applicants are required to give names, addresses and contacts of three (3) referees and should indicate on the envelope the Reference number and the position applied.

Applications for the position of Finance Officer and Deputy Finance Officer should reach the Chairman of Council on the address indicated below on or before 5:00pm on **Tuesday, 13th April, 2021.**

**The Chairman of Council,
Maasai Mara University P.
O. Box 861-20500
Email: chairmarauni@mmarau.ac.ke**

Applications for the position of Medical Officer should reach the Deputy Vice- Chancellor, Administration, Planning and Finance on the address indicated below on or before 5:00pm on **Tuesday, 13th April, 2021.**

**Deputy Vice- Chancellor Administration, Finance & Planning,
Maasai Mara University P.
O. Box 861-20500
Email: dvc.afp@mmarau.ac.ke**

Maasai Mara University is an equal opportunity employer.

Canvassing will automatically lead to disqualification.

Maasai Mara University is ISO 9001:2015 Certified Institution