



## **GENERAL MANAGER, FINANCE, TREASURY AND TRADE**

National Oil Corporation of Kenya is desirous of recruiting a qualified professional to the position of General Manager, Finance, Treasury and Trade. Reporting to the Chief Executive Officer, the ideal candidate will take overall charge of managing of the Corporation's Finance and Trading departments.

### **Key Responsibilities:**

- Develop and implement the Corporation's Finance and Trading strategies;
- Champion the business process improvement and continuity agenda for the Corporation by enhancing and optimizing the processes for existing products and services to ensure all times efficient, effective and competitive;
- Ensure that Corporation's interests are adequately covered through insurance to minimize exposure to losses;
- Overseeing preparation of the Corporation's annual budget and final accounts;
- Ensuring that finance and trade departments are consistent with the Corporation's best practices;
- Overseeing implementation of day-to-day activities of oil trading;
- Overseeing the development, utilization, and maintenance of models to evaluate oil trading opportunities;
- Securing funding for the Corporations activities at the most competitive rates and managing the Treasury function;
- Monitoring the performance of the Corporation's liabilities such as leases, insurance summaries, contingencies and loan expectations;
- Monitoring the annual financial budget and submitting performance reports to the Board and management;
- Ensuring revenue assurance, disbursements, accounting and reporting;
- Designing and ensuring compliance and adherence to company policies, procedures and systems and statutory requirements; and
- Coaching, mentoring and developing the finance team and ensuring excellent performance and effective succession planning in the Department.

## **PROFILE**

### **Academic Qualifications**

- Master's degree in Business Administration, Strategic Management, Finance, Accounting or any business field or equivalent.
- Bachelors' degree in Finance, Commerce, or other related field

### **Professional Qualification**

- CPA-K or ACCA

### **Experience**

- At least 12 years' relevant experience, 5 of which should have been at a senior management level in Finance.
- Proven intellectual leadership in managing people, operations and financial resources;
- Proven ability to think strategically and design long term plans
- Strong supervision, coaching and mentoring skills
- Strong organizational and coordination skills
- Well developed analytical and problem solving skills

Candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya on leadership and integrity, and are thus required to submit clearance certificates from the following institutions together with the job application:

1. Kenya Revenue Authority (Tax Compliance Certificate)
2. Higher Education Loans Board
3. Ethics & Anti - Corruption Commission
4. Criminal Investigation Department (Certificate of Good Conduct)
5. Report from an approved Credit Reference Bureau (CRB)

Evidence of on-going clearance is admissible subject to satisfactory results (presentation of a clearance certificate from the above institutions) before the selection process.

For more information, applicants can access advertisement and application details on National Oil website [www.nockenya.co.ke/recruitment](http://www.nockenya.co.ke/recruitment). Applicants should either email to [chairman@nockenya.co.ke](mailto:chairman@nockenya.co.ke) or send their application and detailed CV with copies of certificates,

indicating current position, qualifications, working experience, current remuneration, names of at least three (3) professional referees and day time telephone number to:

**Postal Address**

**The Chairman, Board of Directors  
National Oil Corporation  
P.O. Box 58567-00200 NAIROBI**

**Physical Address**

**National Oil Corporation  
Kawi Complex, South C, Red Cross Road,  
Off Popo Road, Behind Boma Hotel**

Applications should reach us not later than 5pm on Monday 20<sup>th</sup> December 2017.

Only short-listed candidates shall be contacted.

*Canvassing shall lead to automatic disqualification.*

We are an equal opportunity employer.