

CAREER OPPORTUNITY

Our Client, the Affordable Housing Board (AHB), is a body corporate established under the Affordable Housing Act of 2024 as a State Corporation within the State Department for Housing and Urban Development. It is mandated to provide a framework for development and access to affordable and institutional housing.

The Board of Directors is seeking to recruit a qualified, highly experienced, and results-oriented individual with a high degree of professionalism to fill the position of ASSISTANT MANAGER, HOME FINANCE, AHB 4

VACANCY FOR THE POSITION OF ASSISTANT MANAGER, HOME FINANCE

JOB PURPOSE

This cadre is responsible for providing strategic financial management and advisory support to the Affordable Housing Board by undertaking budgeting, financial planning, forecasting, and risk management in compliance with the Public Finance Management Act, 2012, while also developing and administering home financing solutions, including tenant purchase schemes and mortgage facilities, to enhance affordability, sustainability, and access to housing for beneficiaries.

REPORTING RELATIONSHIP:

This role reports to the General Manager, Fund Services

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Assistant Manager, Home Finance, will entail:

- i. Assist in the formulation, implementation, and review of financial policies, strategies, and procedures to support AHB's operations and projects;
- ii. Coordinate preparation of annual budgets, forecasts, and financial plans across departments and consolidate submissions for review by the Manager, Home Finance;
- iii. Monitor departmental budget performance, prepare variance analyses, and recommend corrective actions to ensure efficient resource utilization;
- iv. Coordinating the preparation of the Board's annual budget and work plans;
- v. Support the preparation of financial reports, management accounts, and returns in compliance with the PFM Act, 2012, IPSAS, and other statutory requirements;
- vi. Supervise the preparation and review of cash flow forecasts and coordinate with the Accounts Department to align disbursements and collections with financial plans;
- vii. Designing and operationalizing home financing models, such as tenant purchase, rent-to-own, and mortgages;
- viii. Overseeing credit assessment, repayment monitoring, and beneficiary compliance mechanisms;
- ix. Coordinating financial appraisals of projects and structuring affordable housing financing models;
- x. Leading negotiations with financial institutions, SACCOs, and microfinance entities to expand financing options;
- xi. Supervising finance officers and ensuring effective delivery of home finance functions;
- xii. Preparing and reviewing reports on home finance performance, repayments, and risks;
- xiii. Advising management on credit risks, repayment sustainability, and financing frameworks;
- xiv. Ensuring compliance with credit policies, financial regulations, and the Board guidelines;
- xv. Building partnerships with counties and developers for financing arrangements;
- xvi. Supporting continuous review and improvement of home financing schemes;
- xvii. Carrying out financial analysis. Recommending on mitigating measures for addressing risks in the department;
- xviii. Guide the Implementation of Business Process Re-engineering (BPR) in the department;
- xix. Facilitate compliance with audit requirements by ensuring the availability of accurate financial information and implementing audit recommendations; and
- xx. Represent the Finance Unit in inter-departmental committees and external stakeholder engagements when delegated.

REQUIRED QUALIFICATIONS

For appointment to this grade, the applicant must have:

- i. Cumulative service period of twelve (12) years' work experience, three (3) of which should have been at the Principal Finance Officer or in a comparable position;
- ii. Bachelor's Degree in any of the following disciplines: Banking, Finance, Economics, Commerce (Finance or Accounting option), Accounting, Business Administration (Finance Option) or equivalent qualification from a recognized institution;
- iii. Master's Degree in any of the following disciplines: Banking, Finance, Economics, Commerce (Finance or Accounting option), Accounting, Business Administration (Finance Option) or equivalent qualification from a recognized institution;
- iv. Certified Public Accountant (CPA)K by Kenya Accountants and Secretaries Examination Board (KASNEB) or any other relevant qualification from a recognized institution;
- v. Member of the Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body;
- vi. Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vii. Proficiency in computer applications;
- viii. Fulfilled the requirements of Chapter Six of the Constitution; and
- ix. Demonstrated professional competence and ability as reflected in work performance and results.

KEY SKILLS AND COMPETENCIES

- i. Organizing and planning skills;
- ii. Ability to meet deadlines;
- iii. Administrative capabilities;
- iv. Problem-solving skills;
- v. Analytical skills;
- vi. Negotiation and collaboration skills;
- vii. Decision-making skills;
- viii. Interpersonal and communication skills

HOW TO APPLY

Interested and eligible candidates may apply and access the detailed job description, specifications, and required experience for the position on the AHB's website at <https://affordablehousingboard.go.ke/careers> or www.acalconsulting.co.ke/Careers

Candidates should submit their applications, including the cover letter, a copy of their National ID, copies of their academic and professional certificates, testimonials, and a detailed CV, indicating current position, qualifications, working experience, names of three (3) professional referees, current remuneration, and daytime telephone.

Applicants MUST submit their completed application quoting the job reference for the specific position addressed to.

**THE CHAIRMAN,
AFFORDABLE HOUSING BOARD (AHB),
P.O BOX 27521- 00100,
NAIROBI.**

Applications should be received by 17th March 2026, 5p.m E.A.T

No physical applications will be allowed. All applications must be submitted via the portal. It is an offence to include incorrect or misleading information in the applications as per the provisions of the Public Officers Ethics Act, 2003.

AHB is an Equal Opportunity Employer committed to Diversity, Equity and Inclusion. PLWD are encouraged to apply. Applications without the relevant qualifications and copies of required documents will not be considered. Any canvassing will lead to automatic disqualification.

Only shortlisted candidates will be contacted