

# 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 **MANAGER, ACCOUNTS AND FINANCE**, AHB 3

## VACANCY FOR THE POSITION OF MANAGER, ACCOUNTS AND FINANCE

### JOB PURPOSE

This cadre is responsible for managing, analyzing, recording, and reporting financial information to ensure accuracy, compliance with regulations, and to provide timely insights that support sound financial decision-making and accountability within the institution.

### REPORTING RELATIONSHIP:

This role reports to the General Manager, Corporate Services

### KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Manager, Accounts & Finance will entail:

- i. Implementing policies, strategies, legislations, guidelines, frameworks, norms, regulations, plans, standards, and programs on accounting and internal control system for revenue;
- ii. Interpreting financial policies for sound accounting principles, practices, and control and management of PAYE, VAT, and other statutory deductions;
- iii. Ensuring financial prudence and discipline in financial accounting, planning, treasury management, and budgetary controls in compliance with the Public Finance Management Act (PFMA) 2012;
- iv. Implementing an effective accounts payable system aimed at ensuring efficiency and adequate internal controls in the Service;
- v. Managing creditor information;
- vi. Managing the revenue cash book accounts in conformity with the laid down financial regulations;
- vii. Authorizing payments and signing of cheques subject to set limits;
- viii. Analyzing revenue collection and preparing reports for management;
- ix. Ensuring safe custody and control of accountable documents;
- x. Ensuring proper posting of transactions and maintenance of all collections accounts cashbooks;
- xi. Spearheading processing and timely remittance of statutory deductions;
- xii. Liaising with internal and external auditors during the audit and responding to audit queries;
- xiii. Spearheading the development and implementation of the division's strategic plans, budgets, performance contracts, and staff performance appraisal;
- xiv. Ensuring compliance with principles of good governance, transparency, accountability, ethics, and integrity;
- xv. Managing and developing staff in the division;

### REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should have been at Assistant Manager, Accounts, or in a comparable position.
- ii. Bachelor's degree in any of the following disciplines: commerce (accounting or finance option), business administration (accounting

option), or equivalent qualification from a recognized institution;

- iii. CPA(K) or equivalent qualification from a recognized institution;
- iv. Master's degree in any of the following disciplines: - finance, accounting, business administration, commerce, or equivalent qualification from a recognized institution;
- v. Member of the Institute of Certified Public Accountants of Kenya ICPAK or any other recognized professional body, and in good standing;
- vi. A valid practicing license, where applicable.
- vii. Leadership Course lasting not less than four (4) weeks from a recognized institution;
- viii. Proficiency in computer applications; and
- ix. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya.

### KEY SKILLS AND COMPETENCIES

- i. Critical thinking skills;
- ii. Reporting skills;
- iii. Data analysis;
- iv. Leadership and mentorship;
- v. Analytical skills;
- vi. Interpersonal/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](http://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