



Nol-Turesh Loitokitok Water & Sanitation Company Ltd.

P. O. Box 379 - 90132

Sultan Hamud, Kenya

Tel. No. 0745 336 516

Email: nolturesh@gmail.com
info@nolturesh.co.ke

VACANCY ANNOUNCEMENT

Finance and Administration Manager.

About the organization

Nol-Turesh Loitokitok Water and Sanitation Company is Water Service Provider mandated in ensuring improved accessible and equitable distribution of available high-quality water to its customers within its area of jurisdiction.

The company is seeking applications from suitably, qualified and experience candidates with credentials to fill the above position.

About the position

The position holder is responsible for overall financial and administrative management at the organization.

Reporting

The Finance and Administration manager will be reporting to **The Managing Director**

Duties and Responsibilities

- Coordinate and supervise the preparation of management and financial information include the establishment and maintenance of effective control systems for preparation of monthly, quarterly and year end management.
 - Develop financial policies and strategies and coordinate their effective implementation to ensure compliance and general review.
 - Advise the managing Director and the board effective ways of maintaining adequate liquidity to finance the operations of the institution.
 - Develop and implement appropriate controls with regard to debt and credit management, asserts management, tariff charges rates and all tax matters of the institution
 - Coordinate, guide and assist the Heads of Departments in the preparation and evaluation of all departmental annual budget to consolidate the same into the institution budget and create systems and procedures for monitoring performance against budget.
 - Perform treasury management activities and manages the institution's bank accounts, loans and other financial instruments and investment portfolio with a view to effective cash-flow management.
 - Develop and manage the implementation of effective cash office system for cashiering services, proper recording and billing and device mechanism of automatic revenue collection.
 - To be responsible for the company's IT.
 - Liaise with the treasury, Auditor General and parent ministry for coordination and financial accounting matters.
 - Prepare annual statement and forward to the National Audit Office.
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- Custodian of the company strategic plans. Follow up and monthly monitoring of the strategy implementation.
- Managing the human resource of the Company.
- Perform any other duties as may be assigned from time to time by the Managing Director.

Requirements

- Bachelor's degree in Finance/Accounting or related course.
- CPA(K) or its equivalent.
- MBA Finance, Accounting or strategic management is an added advantage
- Registered member of ICPAK
- A minimum of **TEN(10)years** working experience in financial management ,accounting ,budgeting control and reporting with at least two (2) years at management level.
- Familiarity with Kenyan regulations and practices especially in finance and human resources.
- Experience in coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll and accounting for investment.
- Certificate in leadership Course not lasting less than four(4) weeks from a recognized institution
- Meets the provision of Chapter Six of the Constitution.

Competencies

- Professional qualifications and experience in accounting.
- Proficiency in accounting and financial software such as SAP,SAGE 300,Quickbooks and other ERP systems.

Terms of offer.

NOLWASCO offers a collegial, diverse and gender-sensitive working environment. The appointment will be for an initial period of **three(3) years** subject to a 6 months' probation period with the possibility of extension contingent upon performance ,continued relevance of the position and availability of resources. The duty station will be in **Sultan Hamud,Makueni County**.

Application procedure:

Interested applicants who meet the prescribed requirements to submit their application in hard copy to include copies of certificates, National ID ,Cover letter, Curriculum Vitae and testimonials indicating the job title on the top left corner of the envelope. Alternatively the application may be emailed to nolturesh@gmail.com, indicating the position applied for as the subject

Nol-Turesh Loitokitok Water and Sanitation Company is an equal Opportunity Employer and any canvassing will lead to automatic disqualification.

All application to be submitted not later than the close of business on **22nd October, 2026** and the hard copy application to be addressed to the undersigned:

**The Managing Director,
Nol-turesh Loitokitok Water and Sanitation Company Ltd.
P.O Box 379-90132
SULTAN HAMUD.**

For Enquiry - 0752835055
