

FINANCE OFFICER, PAYMENTS– 1 Post
Reports To : SENIOR FINANCE OFFICER, PAYMENTS

Purpose of the Job

Job Summary:

Responsible for accurate and timely processing of payments and receipts, management of petty cash and imprest, maintenance of payment records, vendor account management, and ensuring compliance with tax and statutory remittances.

Key Responsibilities

- Receive invoices, verify supporting documentation, and record them in the system.
- Record all payments and receipts in ledgers promptly.
- Prepare vouchers for approved payments.
- Facilitate release of cheques/bank payments to vendors and dispatch payroll.
- Manage petty cash and imprest, ensuring timely replenishment and accurate month-end balancing.
- Compute and remit statutory deductions and taxes accurately and on time.
- Prepare weekly and monthly payables and expense reports.
- Support payroll processing and maintain organized records.
- Maintain up-to-date accounts payable and accounts receivable records.
- Create, send, and follow up on invoices.
- Collect and review data for payments-related reports.
- Prepare ageing analysis of payables and reconcile supplier statements.
- Ensure proper filing and custody of payment-related documents (invoices, POs, receipts) for audit and compliance.
- Maintain the accounting registry for payments.
- Circulate payment-related documents to relevant offices as required.
- Handle banking and agency transactions.
- Maintain relationships with vendors and stakeholders and resolve payments-related issues.
- Track and update tax accounts to facilitate timely remittance and compliance reporting.
- Support audit processes by providing required documentation and schedules

Candidate Profile

1. Minimum Academic Qualification Requirements

A bachelor's degree in a relevant field e.g. Commerce, Economics & Finance.

2. Professional Qualifications

Professional accounting qualification e.g. ACCA-Level II completed, CPA -Intermediate level completed.

3. Relevant Work Experience

A minimum of Four (4) years work experience in an accounting/finance department.

4. Core Personal Brand Characteristics

- i. Interpersonal and cross-cultural skills, including ability to build collaborative relationships with sensitivity to diversity/inclusion.
- ii. Creativity and innovation skills.
- iii. Action oriented and demonstrated ability to manage priorities
- iv. Quality focus and attention to detail.
- v. Professionalism and integrity in line with Kenya Power Pension Fund values.
- vi. Good oral and written communication skills.
- vii. Critical and analytical thinking and problem-solving skills.
- viii. Personal motivation and drive are exhibited through commitment to hard work, continuous improvement and achievement of goals.
- ix. Experience in use of accounting software and ERP systems.
- x. Good customer relationship management skills (internal and external customers).
- xi. Risk awareness - demonstrate understanding of risk management practices.
- xii. Expertise in budgeting and budgetary controls and procedures for financial reporting.

How to Apply

Interested and qualified candidates are advised to visit the Fund's website for detailed job descriptions for the roles at www.kppf.co.ke/careers/. Applications should be submitted through the link: <https://e-recruitment.kppf.co.ke> to be received not later than **Tuesday 30th September, 2025.**