

## **FINANCE & ICT MANAGER**

Music Copyright Society of Kenya (MCSK) is a Company Limited by Guarantee (not for profit). It has been mandated through exclusive Deeds of Assignment by Right Holders (Authors, Composers, Arrangers and Publishers) of copyrighted musical works to administer and manage by collecting and distributing royalties for the exploitation of Performing Rights in public.

Music Copyright Society of Kenya is looking for an ideal candidate to fill the position of Finance and ICT manager.

### **RESPONSIBILITIES**

- Accuracy and reliable of collections and banking of funds received.
- Proper and up to date recording of the financial transactions, accounts and other financial statements which can be relied upon to establish a true and fair view of the financial position of the company.
- To administer the personnel policies and benefits scheme and with the assistance of other heads of departments, manage personnel records and obligations.
- Co – ordinate the preparation and administration of the budgets and budgetary control system, prepare regular financial report and for decision making.
- Spear head cost studies and cost control of overheads, materials usage, and other cost centers.
- Maintain and administer proper credit control, manage creditors and debtor's ledgers.
- Plan and manage all payments to creditors, stakeholders etc.
- Manage statutory records, deductions and payments including taxes paid and up to date.
- Keep all ledgers, fixed assets, nominal ledgers, and such other financial records needed to provide operational, planning and control procedures.
- Budget, plan, coordinate and manage the ICT functions.

### **QUALIFICATIONS**

- Bachelor of Commerce Degree-Accounting option) or similar qualification from a recognized university OR CPA (K) with 10 years' experience in the corporate or public sector.
- Degree or Diploma in Computer science/information Technology or similar qualification from reputable institution.
- Professional certifications such as MCSE, MCSD, MCDBA, CCNA etc
- Advanced knowledge of Microsoft Office packages, spreadsheet, PowerPoint, and database skills.
- Knowledge of ERP, Accounting packages and database systems a definite advantage.
- Good Communication and interpersonal skills
- Experience working in related industry an added advantage.

- Should be highly professional and a person of integrity.

**Key competencies**

- Organisational skills
- Team player
- Communication skills
- Interpersonal skills
- Attention to detail
- Strategic planning skills
- Leadership skills

**How to Apply:**

Interested qualified persons who meet above requirements are requested to send their application letter, detailed CV and expected salary via email to [hr@mcsk.or.ke](mailto:hr@mcsk.or.ke) to reach us on or before **15th March 2022**.

On the email subject, please indicate Finance and ICT Manager.

**Note: only short-listed candidates shall be contacted.**