

### **3.0 DIRECTOR, FINANCIAL SERVICES**

**Job Title** : **Director, Financial Services**  
**Ref. No.** : **NHIF/DFS/003/23**  
**Reporting to** : **Chief Executive Officer**

Reporting to the Chief Executive Officer, the successful candidate will establish, maintain and provide leadership on sound financial management to include budget, investments and liabilities.

#### **JOB PROFILE**

##### **Leadership And Advisory**

Lead and develop a team of finance professionals within the finance directorate.

- Lead in the development and management of the ERP finance and accounting system
- Oversight general program activities inventory management, staff advances, cash and bank management.
- Provide technical advice to management and staff on financial compliance of statutory and legal requirements.
- Oversee the interpretation and implementation of government policies in accordance with the PFM Act.
- Lead and coordinate tax returns to ensure compliances, information reporting and other statutory requirements and advise the Chief Executive Officer and the Board on effective strategies for minimizing tax liability;
- Interpret financial reports, statements, accounting records and advise the CHIEF EXECUTIVE OFFICER on the significance of the same.
- Oversee timely preparation of annual work plans and budget estimates.
- Lead in presenting proposed budgets to the Board, Treasury Officials and Donor Agencies as appropriate.

##### **Financial Policies and Systems**

- Develop and install effective financial management systems and procedures to improve financial reporting and accounting in collection of member contributions.
- Establish stringent expenditure control ensuring that budgetary allocations are not exceeded without justifiable cause;
- Develop and implement computerized financial information systems to include general ledger, job costing and fixed assets management register.

##### **Financial Monitoring and Tracking**

- Prepare financial statements and other reports to summarize current and projected financial position including healthcare providers' account reconciliations.
- Monitor and track the utilization of capital and operational expenditure against approved

plans.

- Coordinate and monitor the NHIF's investment of surplus funds and implement effective strategies for managing working capital and expenditure programs;
- Manage the cash flow and funding for smooth operations.

### **Key competencies**

- Risk Management skills to understand the source of risk, evaluate and their mitigation.
- Ability to assess and facilitate change.
- Takes critical and methodical approach when problem solving
- Leads others, manages resources and delegates effectively.
- Methodical approach to problem-solving.
- Business skills to understand business operations and ethical issues.
- Strong interpersonal and communication
- Stakeholder management.

### **Person Specifications**

For appointment to this grade, an officer must have:-

- I. At least fifteen (15) years' work experience five (5) of which should be in Senior management;
- II. Masters degree in Business Administration (MBA) or related field from a recognized Institution;
- III. Bachelors degree from a recognized Institution;
- IV. Certified Public Accountant CPA (K) or ACCA (UK) or equivalent qualification;
- V. Membership to ICPAK or relevant professional body;
- VI. Leadership and Management course lasting for not less than 4 weeks from a recognized Institution;
- VII. Fulfill of the requirement of chapter 6 of the constitution.

**END**