



# *Terms of Reference*

## TERMS OF REFERENCE FOR MANAGEMENT ACCOUNTANT CONSULTANT

### 1. BACKGROUND

The Kenya Private Sector Alliance (KEPSA) is the apex body representing Kenya's private sector, bringing together business associations, federations, chambers of commerce, professional bodies, and companies of all sizes across various sectors. With a direct and indirect reach of over 2 million businesses, KEPSA serves as the national focal point for the East Africa Business Council (EABC) and hosts the International Chamber of Commerce (ICC) Kenya Chapter, connecting to over 45 million businesses globally. KEPSA advocates for private sector development by engaging local and international stakeholders on policies, laws, and regulations while facilitating sector-specific dialogues.

It also runs projects focused on socioeconomic development, including youth employment and climate change initiatives, providing businesses with training, financial linkages, mentorship, and market access. Through the KEPSA Foundation, it strengthens socio-economic transformation by coordinating private sector participation in social projects, addressing governance, climate action, community development, and inclusivity.

Kenya Private Sector Alliance (KEPSA) is committed to ensuring compliance with regulatory financial reporting requirements and maintaining transparent and accurate financial records. As part of this commitment, the company conducts annual external audits. KEPSA seeks to engage a highly qualified and experienced management accountant to support the finance department with financial matters.

### 2. OBJECTIVE

The primary objective of this assignment is to ensure robust financial management, accurate reporting, and informed decision-making to support KEPSA's strategic initiatives. The Management Accountant Consultant will play a crucial role in financial planning, risk assessment, and operational efficiency improvement.

### 3. SCOPE OF WORK

The Management Accountant Consultant will be responsible for the following tasks:

#### 3.1 Updating various financial records

- Capitalize all assets.
- Retire all assets that were disposed of during the year 2024 in SAP.
- Update the capital fund with project assets for 2024 and record capital grant depreciation in SAP.
- Calculate and record depreciation and amortization expenses for fixed and intangible assets in SAP.
- Lease amortization and updating the Lease Liability account in SAP.
- Conduct a thorough review and validation of financial records and statements to ensure their completeness and accuracy.
- Ensure that the opening balances from the previous accounting period are accurately transferred to the current period.
- Verify and reconcile fixed asset registers.
- Prepare schedules and the requisite supporting documentation for essential balance sheet and income statement accounts.
- Identify and rectify any discrepancies or inconsistencies present in the financial records.
- Download the Trial Balance from SAP and verify it is balanced before sharing it with the external auditors.

#### 3.2 Support the audit process

- Lead the finance and other internal teams to ensure all the reports, schedules and supporting documents are in place to facilitate the 2024 external audit
- Prepare final reconciliations and supporting documents for filing.
- Assist in drafting responses to auditor inquiries.
- Collaborate with internal departments to gather additional information as required.
- Ensure audit timelines are met by coordinating and following up on pending deliverables
- Assist in addressing audit findings and recommendations.
- Update financial processes and controls based on audit outcomes.

## 4. DELIVERABLES

- Comprehensive financial schedules and reconciliations
- Preparation of final financial statements for the year 2024
- Oversee 2024 external audit process

## 5. DURATION OF ENGAGEMENT

The Consultant will be engaged for a period of three (3) months effective February 17, 2025.

## 6. REPORTING AND COMMUNICATION

The Management Accountant will work closely with the Finance and Procurement team and report to the Ag. Deputy Chief Executive Officer on regular basis by providing updates on the status of the audit process, including any issues or challenges encountered.

## 7. QUALIFICATIONS AND COMPETENCIES

The ideal candidate should possess the following qualifications and competencies:

- A bachelor's degree in accounting, Finance, or a closely related field is required.
- A professional accounting certification, such as CPA or ACCA, is preferred.
- A member of an accounting professional body such as ICPAK
- A minimum of 10 years of experience in financial accounting and audit processes is essential.
- A thorough understanding of International financial reporting standards and audit requirements is necessary.
- Exceptional analytical and problem-solving skills are required.
- Proficiency and experienced in financial software and ERP systems, particularly SAP, is expected.
- Strong communication and interpersonal skills are imperative.

- Ability to work under pressure and meet deadlines.

## 8. CONFIDENTIALITY

The Management Accountant will maintain the confidentiality of all financial and organizational information accessed during the engagement.

## 9. COPIES OF DOCUMENTS TO BE ATTACHED

- Certified copies of academic transcripts and certificates
- Professional certificates (i.e CPA-K)
- Three reference letters from previous employers
- Expected monthly salary in Kenya Shillings

## 10. HOW TO APPLY

CVs and all relevant documentation should be emailed to: [hr@kepsa.or.ke](mailto:hr@kepsa.or.ke) not later than **13<sup>th</sup> February 2025**.

Kind regards,



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Kenya's private sector and economic landscape.*



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