



## Job Opportunity at KPA Finance Manager

The Kiribati Ports Authority (KPA) is pleased to invite qualified individual to fill in the post of **Finance Manager** carrying a salary scale of Grade 2 of KPA salary grading.

**i) Eligibility**

- a) Degree in Finance, Accounting or related field.
- b) Masters in the related field is an advantage.
- c) At least five (5) years working experience in the Finance sector especially management reporting, annual accounts, budgeting, balance sheet reconciliations, financial analysis, finance systems, taxation and credit control.
- d) Age should be between 35 to 55 years

**ii) Skills and Attributes:**

- Excellent interpersonal and communications skills – both written and verbal with high level of English.
- Fully conversant in Microsoft Word, Excel and databases.
- Experience of using data and payment systems.
- Ability to supervise, coordinate and monitor assigned tasks.
- Ability to work individually and as part of a small team within a busy environment.
- Proven ability to meet targets and deadlines.
- Professional, friendly and flexible approach to work.
- Reliable and Trustworthy with an eye for detail and full understanding of the importance of confidentiality and the handling of sensitive data.

**iii) Ineligibility-** Individuals with the following attributes shall be ineligible to apply:

- Disciplinary cases involving moral turpitude/ character or involvement in misappropriation of fund and criminal cases.
- Officers compulsorily on account of inefficiency.
- Officers with poor health conditions or record.

**iv) Period of employment-** Appointment will be made for three (3) years contract with possibility for extension based on successful performance.

**v) How to apply: Application form** and further details of the post can be obtained from KPA office during business hours or by emailing to [ceo@kpa.com.ki](mailto:ceo@kpa.com.ki) or [hrm@kpa.com.ki](mailto:hrm@kpa.com.ki)

**vi) All application forms must be submitted along with the CV and other relevant documents to KPA Office on **Friday 16<sup>th</sup> October 2020** during working hours.**

CEO, Kiribati Ports Authority.