



**ICIFA COLLEGE
CAREER OPPORTUNITY**

Job Title: College Administrative Officer

About ICIFA College: ICIFA College (the College) is an institution owned by the Institute of Certified Investment and Financial Analysts (ICIFA) offering the best courses and training in investment and finance education among other professional disciplines.

Vision: The cradle for professional capacity development.

Mission: To nurture excellence, innovation and professionalism amongst our students and practitioners.

Job Summary: The College Administrative Officer will report to the College Board of Directors. He/she will be responsible for administering academic programmes within the College. This will include but not limited to management of curriculum development process, manage logistics involved in delivery of training programmes, manage examination process at the College, monitor administration of all College finances, ensure preparation and dissemination of training and marketing material, registration of students, administrative duties, management of the college budgeting process.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties.

Statement of Duties and Responsibilities:

Provides guidance to Board of Directors and management staff on all phases of budget development, preparation, monitoring and management; assist in projection of budget needs and provides data on current and prior years' expenditures; assists the Manager in strategic planning for the college.

Acts as marketing and communications lead in development and dissemination of course marketing material and management of College marketing platforms.

Acts as a liaison between the college, accounting, purchasing, and payroll departments; ensures compliance with policies and procedures.

Acts as a liaison with Human Resource Services to ensure that proper procedures are followed during the Lecturers and Staff hiring process.

Administers processes for inventory control, disbursements, and staff continuing education programs. Prepares or supervises the preparation of financial and statistical reports.

Evaluates administration of fiscal, inventory, and other systems developed to achieve institutional goals regarding internal controls, overall administrative efficiency, and fiscal policy compliance.



Develops and implements procedures within the college that support internal control regarding all phases of financial management including, but not limited to: budget preparation, assets control, expense authorization, and reconciliation of college accounts.

Ensure compliance with all College policies and procedures.

Other duties may be assigned.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the College's objectives, policies and applicable laws.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

Minimum Education required: Bachelor's Degree with a specialisation in Finance or Accounting or Economics or Marketing.
OR
Bachelor of Education with any business-related teaching subjects.
A master's degree in any business related field will be an added advantage.

Professional qualifications: ICIFA Membership in good standing.

Minimum Experience required: Five years working experience in a post-secondary tertiary institution or a university of which he/she must have held administrative responsibilities for at least three years.

Knowledge of Microsoft Office suite and ability to use institutional software systems will be a distinct advantage.

Skills required: Business Development skills.
Excellent analytical and presentational skills.
Knowledge of statutory requirements.
A very high level of education institution awareness.
Leadership skills.
Excellent communication skills.
Excellent organizational skills.
Excellent problem-solving skills.

Please send your application with a cover letter detailing how you meet the above requirements accompanied by a detailed CV to hr@icifa.co.ke by Tuesday, 11 April 2023. You should indicate your expected remuneration and the earliest date you would be available to report for duty at ICIFA College. Only shortlisted candidates will be contacted. Canvassing will lead to disqualification.