ASSISTANT MANAGER – STRATEGY, PLANNING, BUDGETING, ANALYSIS AND REPORTING

REPORTING TO: SENIOR MANAGER – STRATEGY, PLANNING, BUDGETING, ANALYSIS AND REPORTING

Job Purpose: To support the Senior Manager in driving strategic alignment, financial performance monitoring, budgeting, forecasting, and high-quality reporting across the bank. The role contributes to the preparation of accurate business plans, performance analysis, segment reporting, and decision-support materials that enable informed executive and board-level decisions.

Key Responsibilities:

Strategy Development & Execution

- Assist in coordination and documentation of the Bank's Strategic Plan updates
- Support preparation of annual business operating plans
- Track strategy execution KPIs and prepare progress reports
- Provide analytical support to business units on strategy alignment
- Regional and Local expansion

Planning & Budgeting

- Support preparation and consolidation of annual budgets
- Assist in rolling forecasts, variance analysis, and scenario planning
- Ensure budgets align with strategic priorities
- Monitor departmental cost performance against approved budgets
- Capital Management
- Assist in monitoring capital adequacy ratios and regulatory compliance
- Support preparation of capital structure analysis (debt/equity mix)
- Provide data and analysis for capital raising and funding initiatives
- Unlock technical assistance

Financial & Business Performance Reporting

- Prepare monthly/quarterly financial and segment performance reports
- Conduct variance analysis and profitability reviews by business unit/segment
- Support preparation of Board, EXCO, and shareholder updates
- Coordinate inputs for Board Committee reports
- Perform segment profitability and cost allocation analysis

Decision Support & Performance Analytics

- Develop and maintain financial models for investment appraisal (ROI, NPV, payback)
- Support design and maintenance of executive KPI dashboards
- Provide insights on margin trends, funding mix, and cost drivers
- Conduct ad-hoc strategic and financial analysis as required

Technical Assistance Programme

- Coordinate the Bank's Technical Assistance (TA) programme, ensuring resources are effectively deployed to support strategic initiatives.

- Monitor delivery of Technical Assistance programmes, track impact, and prepare reports for management and development partners.
- Act as the liaison with external partners, ensuring TA programmes align with business priorities.

Leadership & Team Management

- Support the Senior Manager in guiding junior analysts and interns
- Ensure timely delivery of reports and models
- Maintain documentation and model governance standards

Risk Management & Governance

- Assist in ensuring compliance with group policies and procedures
- Support closure of audit issues related to planning and reporting
- Contribute to regulatory reporting and stress-testing data preparation

Qualifications & Experience:

- Bachelor's degree in;
- Finance, Audit, Accounting, Financial Engineering, Economics, Business Administration, Statistics, Mathematics, Data Science, Actuarial Science, or a related quantitative field
- Master's degree in a relevant field is an added advantage

Professional Qualifications & Certifications

- CPA(K) (desirable), ACCA, CIMA, CIFA, CAP
- Experience Requirements
- 3–5 years of progressive experience in financial planning & analysis, budgeting, performance reporting, or data analytics
- At least 2–3 years in a supervisory or senior analyst role

Technical Competencies

- Advanced Financial Modeling & Valuation
- Expert-Level Excel & Spreadsheet Mastery
- Data Visualization & BI Tools
- SQL & Database Querying
- Deep IFRS & Regulatory Reporting Knowledge
- Budgeting, Forecasting & Enterprise Planning Systems
- Driver-Based Forecasting & Scenario Analysis
- Variance Analysis, Profitability & Segment Reporting
- Business Intelligence & Data Management Principles
- Regulatory & Risk Analytics (Basel, ICAAP/ILAAP, Stress Testing)
- Capital Allocation & Economic Capital Modeling
- Basic Python / R for Automation & Advanced Analytics
- Financial Accounting knowledge

ALL applicants **MUST** apply online to email: **recruitment@familybank.co.ke**; closing date is **28th November 2026**.Canvassing will automatically disqualify the candidate. Only shortlisted candidates will be contacted.

"We are an equal opportunity employer"