FINANCE MANAGER- FINANCIAL REPORTING & IFRS - FMRRS/11/2026

REPORTING TO: FINANCIAL CONTROLLER.

Job Purpose: To lead the preparation, review and quality assurance of the Bank's & group's complete set of Financial Statements FS (SOFP, SOPL, SOCI, SOCE, SOCF). The role ensures the FS are not merely compiled from general ledger balances, but are properly interpreted, analyzed, presented and disclosed as per IFRS. The manager shall establish robust FS review procedures to ensure the primary FS, accompanying notes, accounting policies, comparative information, supporting schedules and other disclosures are complete, accurate, internally consistent and supported by appropriate evidence. The role shall provide technical accounting interpretation, challenge the completeness and reasonableness of reported information and ensure that material transaction & balances are appropriately disclosed.

Key Responsibilities:

Preparation and Ownership of the Financial Statements

- Lead the preparation and review of the Bank's and Group interim & annual financial statements.
- Develop a structured FS preparation process, reporting timetable in accordance with audit calendar, disclosure checklist, responsibility matrix, supporting schedules and review sign-offs.
- Ensure FS are prepared as an integrated set, with consistent recognition, measurement, classification, presentation and disclosure across all statements and notes.
- Ensure all accounting judgements are appropriately reflected in FS and that every material line item in the primary FS is supported by a corresponding breakdown, reconciliation and disclosure assessment
- Review the overall structure of FS and ensure consistency between current and comparative prior period balances and disclosures and that the presentation and readability of FS communicate the banks financial position and performance accurately.
- Maintain a controlled version of the financial statements, ensuring that changes are tracked, reviewed, approved and incorporated into the final approved version during the full audit cycle.

IFRS Interpretation and Technical Accounting

- Interpret and apply relevant IFRS requirements to the Bank's & Group's transactions, balances, estimates, judgements and FS disclosures.
- Monitor new and amended IFRS requirements and coordinate impact assessments, implementation plans and updates to FS templates and the disclosure.
- Prepare & document technical accounting position papers for complex, unusual or material transactions making reference to facts, applicable standards, accounting analysis, management conclusions and required disclosures
- Maintain an IFRS disclosure register linking each applicable accounting standard to the relevant FS line items, supporting schedules and required disclosures.
- Assess the accounting and disclosure implications of new products, contractual arrangements, significant transactions, changes in business operations and amendments to accounting standards.
- Ensure that accounting policies disclosed in the FS accurately reflect the policies applied by the Bank.

- Coordinate with the General Ledger Control Manager and relevant business units to resolve technical accounting issues that affect financial recognition, measurement, presentation or disclosure.

Financial Statement Notes and Disclosure Management

- Map each FS line item to its supporting schedules, underlying general ledger balances, relevant accounting policies and required disclosures.
- Primary review of FS notes for mathematical accuracy, completeness, consistency with the primary statements and compliance with applicable disclosure requirements.
- Ensure that disclosure tables, narrative explanations, accounting policy descriptions, risk information and comparative data are consistent with the underlying financial information.
- Identify, Improve and resolve omitted disclosures, duplicated information, inconsistent terminology, incorrect cross-references, typographical errors and any other presentation deficiencies.
- Ensure that material accounting estimates and judgements are adequately explained and that related sensitivity analyses or estimation uncertainty disclosures are included where required.
- Ensure that relevant IFRS 7 disclosures concerning credit risk, liquidity risk, market risk, concentrations, maturity analyses and sensitivity information are complete and consistent with supporting information from the relevant functions.
- Review accounting and disclosure implications arising from effective interest rate calculations, deferred fees, interest in suspense, modifications, restructuring and other material lending-related matters, as applicable.
- Ensure appropriate accounting and disclosure treatment for leases under IFRS 16, property and equipment under IAS 16, intangible assets under IAS 38, income taxes under IAS 12 and other applicable standards.
- Maintain an error and adjustment log covering errors identified during preparation, internal review, external audit and post-publication review

External Audit and Technical Review Management

- Coordinate the financial audit, including the preparation of financial statement drafts, disclosure schedules, technical review and supporting documentation.
- Respond to audit queries relating to accounting treatment, financial statement presentation and disclosures, working with the relevant functions owners where necessary.
- First point reviewer of proposed audit adjustments and assess their impact on the primary statements, notes, comparative information and related disclosures.
- Maintain an audit adjustment register and monitor the resolution of outstanding financial reporting issues.
- Review prior-year audit findings relating to financial statement preparation and disclosures and ensure that appropriate corrective actions are implemented.

Leadership & Reporting Process Improvement.

- Build technical competence in IFRS, FS preparation, disclosure requirements and analytical review within Finance department both bank and subsidiaries.
- Develop training programs to address recurring errors, weak disclosure preparation and gaps in understanding of the complete set of financial statements.
- Automate financial statement schedules, disclosure tables, cross-references and validation check where practicable.

- Improve the traceability of financial statement information from source records through supporting schedules to the final published statements.

Qualifications & Experience:

- Bachelor's degree in accounting, Finance or a related discipline
- CPA (K) a must, ACCA or equivalent recognized professional accounting qualification.
- Relevant professional membership in good standing

Key Competencies:

- At least seven years of relevant accounting and financial reporting experience, preferably within an audit firm or commercial bank.
- At least three years in a supervisory or managerial position.
- Demonstrable experience preparing and reviewing a complete set of financial statements and accompanying notes.
- Strong practical experience in IFRS interpretation, financial statement disclosures, technical accounting assessments and external audit coordination.
- Experience designing financial statement templates, disclosure checklists, reconciliations and automated validation controls.

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"