



THE NAIROBI HOSPITAL

CAREER OPPORTUNITY

The Nairobi Hospital, a leading health care institution in Eastern Africa has an excellent career opportunity for an individual who possesses a passion for excellence, strong work ethic, results oriented and committed to continuous improvement. The successful candidate will be a team player with the ability to effectively add value to enabling good patient outcomes and shape best clinical and non-clinical practice in line with our Strategic Plan (2025-2029).

MANAGEMENT ACCOUNTANT

REF: TNH/HHR/MA/12/2025

The overall purpose of this job is to analyse financial information and implement effective strategies to enhance overall business performance in line with the generally accepted accounting principles and the Hospital's objectives.

ROLES AND RESPONSIBILITIES

- a) Provide technical and professional leadership in management accounting and reporting including planning and ensuring generation of financial statements and coordination of external audits;
- b) Co-ordinate the preparation of the annual Hospital budgets i.e. the income expenditure budget, capital expenditure budget, cash flow budget and balance sheet;
- c) Co-ordinate the preparation of Budget Implementation Action Plans;
- d) Ensure monthly financial reports and information to the Management, Finance Committee and Board of Management are prepared on a timely basis;
- e) Evaluate, redesign, develop, document and implement management accounting procedures, processes and instruction manual in compliance with the company policy, changing tax regimes and regulations;
- f) Co-ordinate the preparation of the Hospital's annual budgets including the income expenditure budget, capital expenditure budget, cash flow budget and balance sheet;
- g) Maintain financial policies and management information systems;

- h) Establish effective communication channels to inform management on all aspects of the Hospital's finances;
- i) Ensure the approval and processing of revenue, expenditure, and position control documents, department budgets, and data entry;
- j) Reconcile income in the Management Accounts between the ERP and the General Ledger and ensure the General Ledger reconciliations are performed on a monthly basis;
- k) Coordinate the preparation of management reports, special analyses, and information reports on a timely basis;
- l) Participate and coordinate the Hospital financial planning and budget management functions;
- m) Establish and maintain appropriate internal control safeguards;
- n) Identify, deploy and motivate the management accounting team including performance appraisal, identification of training needs, mentorship and coaching as well as leave and absence management in line with the hospital's people agenda; and
- o) Any other responsibility assigned to the job holder by the supervisor from time to time.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Business Administration, Economics, Finance or other business related fields from a recognized institution.
- Must be a qualified accountant with relevant professional qualifications such as Certified Public Accountant (CPA-K) or ACCA.
- Minimum of 5 years' experience in management accounting with 3 years at supervisory level.

CORE COMPETENCIES

- Excellent understanding of International Financial Reporting Standards (IFRS)
- Excellent grasp of Financial and Management Accounting; Taxation and relevant legislation.
- Knowledge of accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Preparation of Financial Statements.
- Knowledge of regulatory requirements and regulations related to the health care sector.
- Sound knowledge of macroeconomic and microeconomic environment.
- Working knowledge of financial information management systems
- Communication skills including presentation and facilitation skills
- Supervisory skills
- Analytical skills
- Integrity

- Ability to work under minimal supervision;
- Problem solving skills;
- Communication skills;
- Ability to work under pressure
- Accountability

If your background, experience and competence match the above specifications, please send us your application (cover letter & CV/Resume) quoting the job reference number, testimonials and full contact details of 3 referees, to reach the undersigned not later than **15th December , 2025**. Only shortlisted candidates will be contacted. We shall **ONLY** accept **ONLINE** applications and contact **SHORTLISTED** candidates.

*The Nairobi Hospital does **NOT** charge recruitment fees.*

Ag. Head of Human Resources

The Nairobi Hospital

P. O. Box 30026 – 00100

NAIROBI

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