



**COUNTY GOVERNMENT OF NYERI AND
TETU WATER AND SANITATION PLC (TEWASCO)**



RE-ADVERTISEMENT

Tetu Water and Sanitation PLC is a Water Service Provider, formed as per Water Act 2016, owned by the County Government of Nyeri and is mandated to provide Water and Sanitation Services in Tetu Sub- County. To strengthen our team staff and leadership, the Company is inviting application from highly competent and experienced individuals who are proactive and self-driven to fill the post of Head of Finance and Commercial Services on three years performance renewable contract within the Company.

JOB DESCRIPTION - FINANCE & COMMERCIAL SERVICES MANAGER (1 POST)

Job Title: Finance & Commercial Services Manager

Department: Finance & Commercial Services

Reports to: Managing Director

Responsible for: Customer Relations, ICT, Financial Accounting

Overall Purpose of the Job:

Ensures prudent management of commercial function and continuous improvement of customer service delivery and monitoring and reporting on implementation of the strategic plan.

Key Responsibilities

- Establishes and ensure compliance with the financial management systems for effective implementation of the company goals and objectives.
- Processing new customer accounts, updating the customer register /accounts
- Oversee performance management in the department
- Prepare and submit monthly, quarterly and annual reports for the department
- Prepare board management paper for approval

- Ensure that all data with regard to monthly meter readings and payments is entered and verified
- Liaising with other sections in provision of quality service to customers
- Attending promptly to complaints from customers
- Identifying training needs for departmental staff
- Develop departmental budget and work plan
- Mentor and coach departmental staff
- Identifying procurement needs for the department
- Participate in strategic planning and implementation
- Responsible for physical assets assigned by the company
- Makes strategic, operational and financial decisions for department
- Plans the work of subordinates, assigns work to subordinates, and monitors subordinate work performance. Appraises/evaluates subordinate
- Work closely with other departments in all areas
- Ensures efficient billing, revenue collection, disbursements, accounting and reporting.
- Prepares budgets, financial performance reports and monitors expenditures Acts as the Financial controller of the company
- Advices the Managing Director on the financial viability of proposed projects and investments
- Ensures compliance to accounting standards of financial reporting by the company.
- Ensures the company complies with all contractual financial obligations.
- Prepares monthly quarterly and annual financial statements in government reporting standards
- Any other functions relating to financial managements as may be assigned from time to time by the Managing Director.
- Ensures that the company adheres to all statutory obligations
- Participate in revenue collection.

Job specifications.

- Bachelor of Commerce Degree, preferably in accounting, finance option, or its equivalent from a recognized university.
- A certified Public Accountant – CPA (K).
- Minimum 4 years' experience in a medium or large commercial environment, preferably in a water sector.
- Good knowledge in accounting and financial management.
- Good knowledge of computerized financial systems.
- Ability to negotiate budgets at the highest levels.
- Demonstrated ability to consistently meet strict deadlines is mandatory.

Qualified and interested candidate should send their application alongside a detailed CV indicating their current and previous employer and position held, current and expected salary, name of the least three professional referees, education and professional certificates together with a copy of national identity card and or passport. Applicant will be required to satisfy the requirement of chapter six of the constitution of Kenya 2010 and provide:

1. [Certificate of Good conduct form the directorate of criminal investigations.
2. Clearance certificate from Higher Education Loan Board (HELB)
3. Tax compliance certificate from Kenya Revenue Authority (KRA)
4. Clearance from the Ethic and Anti- corruption Commission (EACC) and
5. Report form an approved Credit Reference Bureau (CRB)

All applications should be addressed as below so as to reach us on or before

1st August 2025

The Board Chairperson
Tetu Water and Sanitation PLC
P.O BOX 1089-10100

NYERI

Email: teawasco@gmail.com

Only shortlisted applicant shall be contacted and canvassing will result in automatic disqualification. All qualified persons are encouraged to apply.