



BANDARI MARITIME ACADEMY

Job opportunity at Bandari Maritime Academy

Bandari Maritime Academy was established through a Legal Notice No. 233 of 28th November, 2018, with the mandate to develop academic and vocational skills and provide competent Maritime Human Resource for a Sustainable Blue Economy.

Applications are invited from interested qualified persons for the vacant position below:

BMA/23/CS/F&A/4	ACCOUNTANT
Job Grade:	BMA 6
Basic Salary Scale:	Kshs. 71,500 ~ Kshs. 140,500 p.m.
House allowance:	Kshs. 20,000
Commuter allowance:	Kshs. 14,000
Leave allowance:	Kshs. 4,000
Terms of service:	Permanent and Pensionable
Reporting to:	Senior Accountant

Job Specification:

Reporting to the Senior Accountant, the job holder is responsible for assisting in all matters relating to efficient, effective and sustainable utilization of the Academy's financial resources through competent accounting practices in adherence to the provisions of the Legal Notice No. 233 of 28th November 2018.

Duties and Responsibilities:

The Accountant will be **assisting in:** -

- i. Examining bank statements and reconciling them with general ledger entries
- ii. Examining expenses submitted by employees
- iii. Examining incoming payments from accounts receivable and outgoing payments from accounts payable
- iv. Analyzing data collected in order to determine the state of the Academy's financial status
- v. Generating financial reports that display the company's profits, equity and cash flow
- vi. Preparation and verification of vouchers
- vii. Verification of vouchers and committal documents
- viii. Balancing of cashbooks, imprest and advances ledgers etc.

Person Specification

For appointment to this grade the candidate must have;

- i. Bachelor degree in Accounting, Finance, Economics or its equivalent from a university recognized in Kenya
- ii. Relevant experience of at least 4 years
- iii. Registered member of a relevant professional body in good standing
- iv. Proficiency in computer applications
- v. Fulfill the requirements of Chapter Six of the Constitution.

Successful candidates will be required to submit valid compliance certificates from Kenya Revenue Authority, Ethics and Anti- Corruption, a registered Credit Reference Bureau, Higher Education Loans Board and a certificate of good conduct from the Directorate of Criminal Investigations before commencement of the employment contract.

Bandari Maritime Academy is an equal opportunity Employer promoting gender, equity and diversity. Qualified persons with Disabilities are encouraged to apply. Canvassing will lead to automatic disqualification.

Only shortlisted candidates will be contacted.

HOW TO APPLY

Prospective candidates **MUST** fill out the online application form that is available on the Academy website at: <https://bma.ac.ke/job-vacancies>. After filling the online application form, applicants **MUST** submit a detailed CV (with at least three referees), a copy of their national identification, accompanied with copies of academic certificates including Secondary Education certificate and professional certificates, in pdf format as one document, to be emailed to recruitment@bma.ac.ke so as to reach the Academy not later than **Monday 4th September, 2023, 5pm Kenyan time**.

Applicants must fill out the online application form and submit documents via email to be considered for the position.

Physical applications will not be accepted.

Applications received after the specified time will not be considered.