



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/5	FINANCE OFFICER
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 Finance Officer

Job Specification:

Reporting to the Senior Finance Officer, the job holder is responsible for assisting in ensuring adherence on matters relating to efficient, effective and sustainable engagement and utilization of the Academy's financial resources as per the Public Finance Management Act 2012, and the regulations thereof and in the adherence to the provisions of the Legal Notice No. 233 of 28th November 2018.

Duties and Responsibilities

The Finance Officer will be **assisting in:** ~

- i. Managing of credit control function to ensure the revenues are well captured
- ii. Compiling and formatting financial estimates
- iii. Compiling bank reconciliations to ensure data is properly captured and all transactions are in order.
- iv. Managing of creditors ledger to ensure that payments are done in a timely manner.
- v. Ensure proper management of funds through preparation of monthly and weekly forecasts
- vi. Managing of fixed assets, policies and procedures
- vii. facilitate production to timely and accurate financial statements and reports for management decision making.
- viii. preparing reports and briefs on budgetary policy issues

Person Specification

For appointment to this grade, a Candidate must have:

- i. Bachelor degree in Commerce /Business Administration (Finance option), Economics or its equivalent from a university recognized in Kenya
- ii. Relevant experience of at least 4 years
- iii. Registered member of a 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.