



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/26/CORP/DDFA/01	Deputy Director, Finance & Accounts Job Grade BMA 3 (1 vacancy)
Job Grade:	BMA 3
Basic Salary Scale:	Kshs. 165,700- Kshs 315,000 p.m.
House allowance:	Kshs. 35,000
Commuter allowance:	Kshs. 20,000
Leave allowance:	Kshs. 10,000
Terms of service:	Permanent and Pensionable
Reporting to:	Senior Deputy Director Corporate Service

Duties and Responsibilities:

a. Duties and Responsibilities entail

- i. Developing and Implementing Internal Financial Accounting policies, strategies, standards, programmes and regulations
- ii. Implementing financial management and accounting regulations, systems and procedures as per the PFMA.
- iii. Providing technical advice on financial management and accounting for the academy's financial resources;
- iv. Serving as the secretary to the Budget Implementation Committee (BIC)
- v. Maintaining books of accounts relating to income and expenditure as well as assets and liabilities of the academy.
- vi. Monitoring budget implementation and reporting;
- vii. Ensure statutory deductions are remitted to relevant authorities;
- viii. Monitoring and evaluating performance of the division
- ix. Preparing progress reports of the division
- x. Planning and budgeting for the division: and
- xi. Ensure staff development in the division.

b. Persons Specifications:

- i. Cumulative Service period of fifteen (15) years relevant work experience three (3) of which should have been at the grade of Assistant Director.
- ii. Bachelor's Degree in any of the following disciplines: Commerce, (Finance/Accounting option) Economics, Business Administration (Finance Option/Accounting) Business Management (Finance/Accounting option) Finance or any other relevant qualification from a recognized institution;
- iii. Master's Degree in any of the following disciplines: Finance, Business Administration (Finance/Accounting Option), Business Management (Finance/Accounting Option) or any other relevant qualification from a recognized institution;
- iv. Certified Public Accountant (CPA) Certified Public Accountant (CPA)K
- v. Member of the Institute of Certified Public Accountants of Kenya (ICPA) in good standing;
- vi. Leadership Course lasting not less than four (4) weeks from a recognized institution; and
- vii. Proficiency in computer application skills.