



BANDARI MARITIME ACADEMY

Job opportunities 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/CEO/ADA/10	Assistant Director Accounts Job Grade 4 (1 vacancy)
Job Grade:	BMA 4
Basic Salary Scale:	Kshs. 111,500 - Kshs 284,300 p.m.
House allowance:	Kshs. 30,000
Commuter allowance:	Kshs. 16,000
Leave allowance:	Kshs. 10,000
Terms of service:	Permanent and Pensionable
Reporting to:	Deputy Director Finance & Accounts

Duties and Responsibilities:

i. Duties and Responsibilities entail

- Ensuring implementation of Accounting Policies as stipulated in the Public Financial Management Act 2012, the National Treasury guidelines issued from time to time and any other legal provisions;
- Prepare and maintaining proper books of accounts to facilitate production of timely and accurate financial statements and reports for management decision making as well as for external reporting;
- Preparing of management accounts and end of year financial statements as well as timely submission of annual financial statements of accounts;
- Updating the Board on the current tax matters in line with Government Regulations as well as filing of the necessary taxes;
- Identifying and reporting any identified incidences of non-compliance with laid



- down financial systems and financial risks facing the institution;
- f. Liaising with other Departments so as to ensure that financial and related regulations are complied with and where applicable give procedural guidance including dealing with any staff enquiries on any payment related matters;
- g. Implementing internal controls;
- h. Reviewing and coordinating accounts analysis and reconciliations (including bank reconciliations) on a monthly basis;
- i. Ensuring payment of suppliers of goods and services and ensure that suppliers are paid promptly and deal with any supplier related enquiries;
- j. Reviewing the payroll and effect accurate salary payments;
- k. Ensure effective and efficient use of financial resources;
- l. Monitor and forecast of cash flows and overall management and control of allocated funds and internally generated income;
- m. Initiate the development and review of the financial policies and regulations;
- n. Ensure integrity of financial transactions and compliance with all relevant policies, guidelines and procedures for all financial reporting;
- o. Undertake such other accounting responsibilities relevant to the position;
- p. Ensuring safe custody of assets and record management of the department; and
- q. Ensure staff development in the section.

ii. Required Qualification

For appointment to this grade, a staff must have: -

- a. Cumulative service period of Twelve (12) years relevant work experience three (3) of which should have been at the grade of Principal Accountant;
- b. Bachelor's degree in any of the following disciplines: - Accounting, Finance or Business Administration (Finance and Accounting option) or relevant field from a recognized university;
- c. Master's degree from a recognized institution in the following areas; Business Administration, Finance, Commerce, Accounts or relevant field from a recognized institution;
- d. Certified Public Accountant (CPA)K;
- e. Member of the Institute of Certified Public Accountants of Kenya (ICPAK) in good standing;
- f. Management/Leadership Course lasting not less than four (4) weeks from a recognized institution;
- g. Have demonstrated professional competence and ability as reflected in work performance and results;
- h. Proficiency in computer applications skills;

