

Opportunity for a Finance Assistant at the Biodiversity and Biosafety Association of Kenya (BIBA-Kenya)

Biodiversity and Biosafety Association of Kenya (BIBA-Kenya) is a coalition of over 60 Farmer organizations, animal welfare networks, consumer networks; faith-based organizations; and community-based groups. They all have an interest and work in the areas of environment, agriculture, health and biodiversity.

BIBA-Kenya wishes to recruit a Finance Assistant to support project accounting, management and implementation. Qualified and interested candidates are herein requested to respond to this advert appropriately.

Key Responsibilities and Engagements of the Finance Assistant at the Biodiversity and Biosafety Association of Kenya

- To prepare financial statements, monthly management accounts and reports in conformity with standard reporting procedure
- To do book keeping and accounting work in BIBA-Kenya
- Coordinate and prepare tax returns
- Guide in budget preparations and review of activity budgets
- Record and process internal claims and external invoices
- To support the conduct of all audit processes
- Assist the BIBA-Kenya Finance Officer and National Coordinator in day to day administrative running the BIBA-Kenya Secretariat.
- To support fundraising proposals and processes in BIBA-Kenya
- To support the BIBA-Kenya National Coordinator in project implementation
- To organize the logistics of BIBA-Kenya events, meetings, forums, travel etc as advised by the BIBA-Kenya National Coordinator.
- To undertake any other relevant duties as may be delegated or instructed by the BIBA-Kenya National Coordinator and or by the Finance Officer.

Qualifications / Attributes

The ideal candidate should have a minimum of following qualifications;

- Bachelor's degree in Accounting, Finance or a closely related discipline
- Be a qualified Accountant having completed CPAK or the ACCA equivalent
- Be proficient in quick books and other accounting packages
- Computer literate with proven ability to use Microsoft packages (word, excel, PowerPoint and outlook)
- Be a good communicator both in writing and speaking in English and Kiswahili
- Ability to work and meet strict deadlines and targets
- Willing to learn and to be mentored in his / her work and in development and networking in general
- Be a team player, transparent and full of integrity.
- Knowledge of Nairobi city and the country in general will be an added advantage.

Remuneration

This is a salaried / remunerated position and the person to be engaged will benefit from a competitive package. Applicants should state their current and expected salary/package from this position

Location

The person to be engaged will be based in Thika within the BIBA-Kenya offices.

Deadline and Application Procedure.

Interested and qualified applicants should send their -Cover letter and CV only- indicate phone number, email and three referees) to: Financebibakenya@gmail.com with the subject line "**Ref: Finance Assistant 2022.**"

Addressed to:

The National Coordinator,
Biodiversity and Biosafety Association of Kenya,

Deadline for submission of the applications will be Friday, 4th November 2022. Hand delivered applications will not be accepted.