



KEPRO Finance & Admin Assistant Job Description

Position: Finance & Administrative Assistant Officer

Organization: Kenya Extended Producer Responsibility Organization (KEPRO)

Contract Type: One-Year Contract (Renewable)

Location: Nairobi, Kenya

Reports To: Finance Manager

Reporting Date: Immediate

About KEPRO:

Managing compliance solutions for 900+ packaging value chain actors, the Kenya Extended Producer Responsibility Organization (KEPRO) is Kenya's leading Producer Responsibility Organization (PRO), dedicated to catalyzing the transition from a linear to a circular economy. KEPRO specializes in managing non-hazardous waste packaging streams and works closely with packaging manufacturers, importers, brand owners, retailers, raw material compounders, and waste management operators. Our mission is to facilitate recycling, create green jobs, and foster a culture of environmental stewardship in Kenya.

Overview:

KEPRO is seeking a dedicated and detail-oriented Finance and Administration Assistant Officer to support the organization's financial and administrative operations. As a Finance and Administration Assistant, you will work closely with the finance team to ensure accurate record-keeping, timely processing of financial transactions, and adherence to financial regulations. This role is integral to the smooth functioning of KEPRO's financial processes as it works towards accelerating the growth of Kenya's Recycling Ecosystem and fostering a Circular Economy.

Key Responsibilities:

1. **Financial Record-Keeping:**
 - Maintain accurate and up-to-date financial records, including accounts payable, accounts receivable (Tax Invoices to Members), and general ledger entries.
2. **Tax Invoice Processing:**
 - Assist in processing tax invoices for members and ensuring their timely issuance.
3. **Bank Reconciliation:**
 - Conduct bank reconciliations to ensure consistency between KEPRO's financial records and bank statements.
4. **Expense Tracking:**
 - Monitor and track expenses, ensuring adherence to budgetary guidelines and identifying areas for cost-saving opportunities.
5. **Financial Reporting:**
 - Assist in preparing financial reports, including balance sheets, income statements, and cash flow statements.

6. Assistance in Audits:

- Provide support during internal and external audits by organizing financial documents and responding to auditor inquiries.

7. Compliance:

- Ensure compliance with relevant financial regulations and internal policies.

8. Communication:

- Collaborate with other departments to gather financial data and provide support as needed.

9. Administrative Support:

- Provide administrative assistance to the finance team, including filing documents, organizing records, and managing correspondence.

10. Procurement Support:

- Assist in procurement processes, ensuring adherence to procurement policies and procedures.

11. Logistical Arrangements:

- Provide logistical support to programme teams, including travel arrangements, event planning, and coordination of operational activities.

Qualifications and Experience:

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field. CPA certification will be an added advantage
- At least 3 years of experience in a finance and administrative role.
- Proficiency in accounting software (e.g., QuickBooks, SAP) and Microsoft Office Suite.
- Strong understanding of financial principles and accounting practices.
- Excellent organizational skills and attention to detail.
- Ability to work independently and collaboratively in a dynamic environment.
- Strong communication and interpersonal skills.

Key Competencies:

- High level of integrity and ethical standards.
- Problem-solving and analytical skills.
- Ability to manage multiple tasks and meet deadlines.
- Strong attention to detail and accuracy.
- Adaptability and willingness to learn.

Application Process:

Interested and qualifying candidates should complete the online application and submit their CV and cover letter via the KEPRO Job Portal accessible via <https://kepro.co.ke/careers>

Applications will be reviewed on a rolling basis until the position is filled.

Due to the large volume of submissions expected, please note that only the shortlisted ones shall be contacted.

KEPRO is an equal-opportunity employer and encourages applications from all qualified candidates.