



## **VACANCY: FINANCE & ADMINISTRATIVE ASSISTANT**

The Hazardous-waste Producer Responsibility Organization Kenya (HAPROK) and Electronic-waste Producer Responsibility Organization (EPROK) of Kenya, which are an affiliate of the Kenya Association of Manufacturers, are seeking to fill the following positions competitively:

**Title:** Finance & Administration Assistant

**Reporting to:** KAM Finance Manager

**Department:** HAPROK & EPROK

**Location:** Nairobi

**Contract Type:** 2 years Contract

### **Job Purpose:**

The purpose of this role is to provide financial and administrative support to the two PROs incubated under KAM.

The role involves carrying out both accounts payable and accounts receivables related tasks with some of the key objectives being timely and accurate accounts receivable and payable reports, cost and management accounting.

### **Duties & Responsibilities**

- Tax Invoice Processing; This involves issuance of invoices on request basis and providing of customer statements as requested.
- Member subscriptions follow ups- continuous follow ups for payment of subscriptions for members under the PROs.
- Bank Reconciliations: reconciling all the payments received in MPESA and bank accounts while also matching them with their respective invoices
- Receipting of payments (cash, cheques & EFT) made by customers and posting them into the accounting system.
- Reconciliation of customer statements, answering members & customer queries on invoicing.
- Preparation of monthly reports to show the financial position of the respective PROs (Fund Accountability Statement)
- Monitor and track expenses for each PRO, ensuring adherence to budgetary guidelines and identifying areas for cost-saving opportunities.
- Payment processing-Posting of supplier invoices and preparation of payment vouchers.
- Provide administrative assistance to the finance team, including filing documents, organizing records, and managing correspondence.
- Any other duties may be assigned by the finance manager from time to time.

### **Requirements**

- CPA Part III, ACCA or equivalent is required.
- A business-related bachelor's degree.
- At least 3 years of experience in a finance and administrative role.

- Proficiency in accounting software and Microsoft Office Suite.

**Personal attributes:**

- 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.

**How to Apply:**

- Interested and qualifying candidates to complete the online application form [here](#)
- Submit their CV and Cover Letter which should be in PDF and Labeled with the applicant's First name and Last, then Document e.g., Peter Paul CV or Peter Paul Cover Letter only to [hr@kam.co.ke](mailto:hr@kam.co.ke) indicating the words “**Finance & Administration Assistant**” with the email subject line.
- **The application deadline is 14<sup>th</sup> February 2025.**