



NATIONAL BIOSAFETY AUTHORITY

VACANCY: FINANCE OFFICER/ACCOUNTANT

The National Biosafety Authority (NBA) is a State Corporation established under the provisions of the Biosafety Act No.2, 2009. The mandate of NBA is to exercise supervision and control over the development, transfer, handling and use of genetically modified organisms (GMOs) with a view to ensuring safety to human and animal health as well as the provision of adequate level of protection to the environment.

The Authority is looking for a qualified, experienced and dynamic person to fill the above-mentioned position.

Duties and responsibilities

- i. Prepare quarterly, annual and ad-hoc financial reports / statements and ensure timely submission.
- ii. Preparation of management reports.
- iii. Prepare grants/projects financial reports
- iv. Prepare quarterly trial balances.
- v. Prepares monthly bank reconciliations, cash flow statements and monthly management reports
- vi. Reconcile ledger control accounts.-(including Petty cash and Imprest) and monitor completeness of posted transactions.
- vii. Reconciliation of debtors' /creditors ledger accounts on a monthly basis.
- viii. Assist in audit activities.
- ix. Any other official duties assigned.

Job specification

- a. Bachelor's Degree in Finance or Accounting or any other degree in a related field
- b. CPA (K)
- c. Four years relevant working experience preferably in the public sector
- d. Experience in public sector financial reporting will be an added advantage
- e. Conversant with computerised accounting system such as ERP and IFMIS
- f. Conversant with government payment processes.

If you believe you meet the criteria for the position above, please submit your application including copies of your academic and professional certificates, testimonials and a detailed Curriculum Vitae, email and telephone contacts of three (3) referees in sealed envelope clearly marked with job title to the address below **on or before 23rd March 2018** to:

Ag. Chief Executive Officer
National Biosafety Authority
Commission for University Education, Off Limuru Road -Gigiri
P.O Box 28251 – 00100 – NAIROBI
Email: hrm@biosafetykenya.go.ke

1. NBA is an equal opportunity employer; women and persons with disability are encouraged to apply
2. Only shortlisted candidates will be contacted