



## FINANCE & ADMINISTRATION ROLE

### DO YOU FIT THE BOX?

The SNDBX (pronounced sandbox) is a community of experts who work collaboratively to support SMEs and entrepreneurs to succeed in business.

We are a growth engine and use a special village formula that has been developed over the last 10 years. The SNDBX brings together experts in over 20 professional disciplines, who reside at the SNDBX village working collaboratively to customize solutions for Africa's entrepreneurs as we believe in African Excellence.



### BRIEF ABOUT THE ROLE

The Finance & Admin role largely involves bookkeeping, use of finance systems, administration, facilities management and purchasing. The role is there to ensure SNDBX continues to provide a quality, safe, fit for purpose office environment, representing value for money by coordinating appropriate suppliers and managing them.

It is initially part-time and will later transition into a full time position by the end of 2021. SNDBX is flexible as to how the part-time week could be structured, our preference being to spread the hours across 3 or 4 working days, per week. The ideal candidate would be one whose values and work ethic reflects that of the SNDBX Village ethos.

### KEY OBJECTIVES

1. Facilities Management
2. Finance - Book-keeping mainly
3. Purchasing and Inventory
4. Supplier Management
5. Office Administration





## KEY RESPONSIBILITIES

(an extended JD can be shared upon request)

### Finance & Administration Items

- Manage day to day processing of accounts receivables and payables and producing reports as requested;
- Managing accounts receivables and collecting payments from clients - including administering ETR production, issue receipts of payment, production of withholding tax certificates etc.
- Responsible for managing/monitoring all tax requirements and statutory returns and prepared and filed with relevant bodies, ensuring SNDBX is fully legally compliant;
- Administer payroll, in a timely and accurate manner ensuring all statutory remittances are made per the deadlines;
- Compiles and analyzes financial information including summarising current financial status; preparing balance sheet, profit and loss statement, and other financial reports as required.

### Facilities Management

- Monitoring management of the office records and supplies.
- Filing and curation of the center documentation regarding supplier agreements.
- Premises management which includes vendor/supplier management for utilities such as electricity, internet, cleaning company etc.

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- High level of integrity and dependability
- Thorough understanding of administration, facilities management and purchasing/inventory management
- Willingness to be hands-on, very customer and service oriented.
- Passionate about entrepreneurship and the SME space

## QUALIFICATIONS

- A bachelor's degree in Accounting, Finance, Operational Management or other business related field.
- CPA, ACCA or CIMA

## EXPERIENCE

- Minimum two (2) years experience in Financial Management / Accounting Operations including purchasing functions;
- Knowledge of tax and other compliance implications;
- Experience with common applications and accounting packages;
- Good oral and written communication skills (English and kiswahili)
- Good understanding of budgeting & financial accountability
- Strong book-keeping skills & experience

## How to Apply

Interested applicants are invited to email their applications and detailed CV to [karibu@sndbx.ke](mailto:karibu@sndbx.ke).

Please note that we will only be contacting shortlisted candidates.

We will consider applicants on a rolling basis with the final deadline for applications on 31<sup>st</sup> March 2021. Early submission is strongly encouraged.

## IMPORTANT NOTICE:

SNDBX does not require applicants to pay any fee at any stage of the recruitment and selection process.

