

## Carbon Finance Assistant at BURN Manufacturing

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Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

### Job Description

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BURN designs, manufactures, and distributes aspirational fuel-efficient cooking products that save lives and forests in the developing world. BURN has revolutionized the global cookstove sector by proving the business case for selling a high quality, locally manufactured and unsubsidized cookstoves. Since 2010, BURN has sold 1,000,000+ high quality, locally manufactured and unsubsidized jikokoas (wood-burning) stoves in East Africa. These stoves have helped 1,000,000+ beneficiaries save \$39 million in fuel expenditures and 1,000,000+ tons of wood while reducing indoor air pollution by 65%. BURN currently sells ~10,000 stoves per month and intend to double sales by the end of 2020.

### About the Role

BURN is seeking a highly motivated Carbon Finance Assistant to provide support to the Carbon Finance department. If you are looking for an opportunity to work in a dynamic, challenging environment that recognizes and rewards creativity, initiative, and contributions, then this is the job for you. As a Carbon Finance Assistant, you will assist in preparing financial transactions and reporting in the Carbon entities.

### Duties and Responsibilities:

Initiate financial transactions into the accounting system on a real-time basis for carbon entities.

Update and maintain all settings in the ERP/accounting system.

Ensure proper filing and retrieval of carbon finance-related documentation.

Assist with the preparation and coordination of the audit process.

Undertake routine reconciliations and assist in month-end close processes.

Identify and address discrepancies on projects related purchase invoices and receipts

Assist with implementing and maintaining financial controls and procedures.

Perform any other tasks as requested by the line manager and/or senior management.

**Skills and Experience:**

Bachelor's degree in accounting/finance or its equivalent.

1-3 years of experience in accounting, preferably in the manufacturing industry.

CPA finalist or it's equivalent.

Proficiency in MS Office – Outlook, Word, Excel, and PowerPoint.

Strong analytical and computer skills, especially in spreadsheet and financial analysis.

Results-oriented, organized, and able to prioritize effectively and multitask to deliver results in a fast-paced work environment.

Knowledgeable in budgeting, finance, accounting, Assistant controls, and account reconciliations.

Ability to stay focused, efficient, and effective in managing multiple priorities.

Strong interpersonal skills and good judgment.

Proven ability to work independently to achieve accomplishments.

Excellent teamwork, communication skills and willingness to learn.

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