



ibuQa – Office & Accounting Administrator

Nairobi, Kenya - Full-time

About ibuQa

[ibuQa](#) develops modern software systems that “connect-the-dots” of route to market operations, helping manufacturers, distributors and last mile delivery businesses eliminate inventory and payment reconciliation headaches, co-ordinate deliveries, monitor field operations in real-time, reduce costs and scale cost-effectively.

Job Description

The Office and Accounting Administrator will be responsible for managing day-to-day office operations, handling accounting tasks, and preparing budgets to ensure smooth business operations. This role requires a detail-oriented individual with strong organizational and communication skills who can balance administrative duties with financial oversight.

Responsibilities

Accounting:

- Manage and maintain accurate financial records, including invoices, receipts, and expense reports.
- Reconcile bank statements, accounts payable, and accounts receivable.
- Process payroll and ensure compliance with financial regulations.
- Assist with monthly, quarterly, and annual financial reporting.
- Handle tax documentation, including VAT returns and any other relevant filings.

ibuQa Capital Limited, Suite C6, Kindaruma Apts, Kilimani, Nairobi

Phone: 0743 750000 Website: www.ibuqa.io

Budget Preparation:

- Prepare and monitor company budgets, forecasting, and financial plans.
- Analyze budget performance, expenditures, and recommend cost-saving measures.
- Prepare regular budget reports and ensure alignment with financial goals.
- Conduct financial variance analysis to compare actual versus budgeted performance.

Office Administration:

- Oversee general office operations, including managing supplies, equipment, and vendors.
- Serve as the primary point of contact for internal and external communication.
- Coordinate office maintenance, repairs, and service requests.
- Assist in planning and organizing company meetings, events, and activities.
- Ensure compliance with company policies and legal regulations related to office management.
- Manage office correspondence, filing systems, and document organization.
- Maintain a professional and efficient office environment, supporting the needs of the team.



Requirements

- Bachelor's degree in Accounting, Business Administration, or related field.
- Proven experience in accounting, budget preparation, and office administration.
- Proficiency in accounting software (e.g., Zoho) and Microsoft Office Suite (Excel, Word, PowerPoint).
- Strong understanding of financial regulations and reporting.
- Excellent organizational, multitasking, and problem-solving skills.
- Strong communication and interpersonal abilities.
- Attention to detail and high level of accuracy in financial record-keeping.

Preferred Skills

- Experience with accounting and tax compliance.
- Ability to work independently and handle multiple priorities.
- Knowledge of office management and procedures.

To Apply: Please submit your resume to recruitment@ibuqa.io and with the subject line "Office & Accounting Administrator". Please include a brief cover letter explaining your interest in the position and in joining ibuQa.

ibuQa does not discriminate based on race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity, or expression. ibuQa is committed to providing a safe and productive learning and living community. To achieve that goal, we may conduct background investigations for all final candidates being considered for employment. Background checks may include but are not limited to, criminal history.

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