



Position: Finance Officer-Relief

Terms: Part time (3 days/week)

Duration: 6 weeks

Location: Lusaka, Zambia

Department: Finance

Reports to: Finance and Administration Manager

The Zambia National Education Coalition (ZANEC) is a Coalition of 93 non-state actors working in the Education and Skills Sector mainly focusing on research, advocacy, social accountability, and member capacity building. Our mission is to serve as a Coalition of education organizations promoting quality and inclusive education for all through research, influencing education policy and building capacities of education CSOs.

ZANEC seeks to recruit a relief Finance Officer for a period of 6 weeks, to work 3 days per week to support the Finance team.

Job Purpose

The purpose of this position is to perform general financial functions and ensure compliance to ZANEC financial policies and procedures and provide effective and efficient support services to all sections of ZANEC.

Principal Duties and Responsibilities

- Timely receipting of funds received in the organization and unspent funds from Project advances
- Timely conducting of petty cash surprise count

- Check expenses to ensure they are accurately supported
- Assist the Finance and Administration Manager in preparing the monthly, quarterly and annual financial statements as well as cooperating partner reports.
- Prepare monthly reconciliations and variance analyses of each bank account and per donor
- Ensure that the aged debtor analysis is done monthly
- Maintenance of Fixed Asset Register
- Ensure that all financial transactions are correctly entered into the financial system on a daily basis
- Timely preparation of the management and contractual financial reports
- Prepare monthly payroll.
- Facilitate the timely procurement of goods and services in compliance with ZANEC policies and procedures.
- Ensure financial analysis of all transactions per program and per donor
- Prepare statutory financial obligations according to Zambian laws
- Ensure that staff retirements are accurate and captured in the accounting system
- Maintain all accounting documents and ensure that records are secure and systematically filed for easy retrieval, in both soft and hard copy
- Assist in the audit process by providing information and data as requested
- Perform any other duties as may be assigned by the supervisor from time to time

Key Accountabilities

- Preparation of financial reports
- Timely reconciliations
- Maintenance of ZANEC day to day financial entries in the system

Required attributes, Experience and Qualifications

- ACCA II, ZICA II or its equivalent
- Registered with the Zambia Institute of Chartered Accountants
- 4 years of experience in related or similar position
- Computer Literate, proficient in Microsoft Word and Excel and have good working knowledge of different accounting packages including Pastel Accounting Package.
- Financial analysis knowledge
- Excellent Communication Skills both oral and written
- Having Experience Working in an NGO will be added advantage
- Hands on experience in administrative functions
- Highly-motivated individual with strong attention to detail; and an ability to independently prioritize and simultaneously handle multiple tasks.

How to apply

Interested applicants must send their application letters and complete Curriculum Vitae with full contact details of three referees addressed to:

The Executive Director
Zambia National Education Coalition
P.O. Box 30744
Lusaka
Email: admin@zanec.org.zm or infozanec@gmail.com

Closing date: Wednesday 22nd November 2024 at 17.00 hours Zambian time.