



JOB DESCRIPTION

Job Title: Finance and Administration Officer **Department:** Finance and Administration
(Paid Internship)

Job Location: Chipata, Eastern Province **Reports to:** Project Officer

Contract duration: One (1) Year with possibility of fulltime engagement based on availability of funding

Responsible for: Ledger entry, Accounts reconciliations & Administration

JOB PURPOSE: Briefly describe the overall purpose or function of the job

This position is accountable for financial transactions ledger entry and reconciliations, project and administration oversight

KEY RESPONSIBILITIES:

Rank	% of Time	Key areas of responsibility
1	60%	<p>Financial Management and reporting</p> <ul style="list-style-type: none"> • Maintain all accounting files in an orderly and systematic manner, attaching all necessary support documents • Process payment vouchers and maintain proper recording of accounting information for transactional processing • Capture financial transactions in the accounting Software • Follow up and reconcile staff business imprest • Work with staff to track costs for projects and trips business undertaken • Reconciliation of all accounts in the general ledger on a monthly basis • Support the reporting process to ensure reports are produced in a timely manner • Work with project staff to support external auditors during project and annual organizational audits • Support and guide project staff to correctly use Project Codes on Projects and Business expenditures • Ensure that all accounting information is properly labelled and filed • Transmit, receive and distribute correspondence between the Head Office and field • Project site visits for monitoring and evaluation
2	40%	<p>Administration</p> <ul style="list-style-type: none"> • Make Local and International travels for staff whenever they arise (flights, insurance etc. • Ensure settlement of office operational costs as and when they fall due. (Office rent, Utilities, Insurance, Office & M/Vehicle maintenance etc.) • Ensure staff medical insurance is active and afloat • Fleet and assets management • Facilitate Visa applications for International Volunteers and visitors



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| | <ul style="list-style-type: none">• Process statutory obligations (NAPSA, NHI, PAYE, WHT, Workers Compensation, Personal Levy, Annual Returns, etc.)• Other related duties as assigned by the supervisor |
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Knowledge (Education & Related Experience):

- BSc in Accounting, Finance or equivalent (must be a paid member of ZICA)
- Experience in administrative duties and data entry
- Computer literate with adequate experience in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook, etc.)
- Good communication skills (oral and written)
- Independent worker and team player
- Work experience in an NGO environment will be an added advantage
- Adequate knowledge on Workplace, Community Safeguarding and Child Protection
- Possess a clean drivers licence

Deadline for the submission of application letters: 06/03/2020

Please send your **application form, a motivation letter** and **resume** to admin@enlightabilities.com with the subject line of the position-applied for in the subject.

The Equal Opportunities form is available here: <http://www.enlightabilities.com>

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People with Disabilities and Women are encouraged to apply