

Finance and Administration Officer (Harare): Zimbabwe National Network of PLHIV (ZNNP+)

Deadline: 9 October 2020

About

ZNNP is a Welfare Organisation established in 1992 and registered in 1999 under the Zimbabwe Welfare Organisations Act (Chapter 93) PVO2/99. ZNNP+'s mission is "An environment where people live positively".

Position Summary

The successful candidate will be responsible for the finance and operations functions at the national office ensuring that these functions are conducted in compliance with ZNNP+ and donor related policies and procedures. Finance and Administration Officer will be responsible for the coordination of the Finance, Human Resources, Procurement and Logistics and Administration functions of the TASQC programme.

Job Description

Reporting to the Finance Manager, The Finance and Administration Officer shall be responsible for implementation of financial policies to guarantee operational efficiency in accordance with IFRS and donor requirements particularly USAID; oversee the preparation and planning of budgets; maintain records and receipts for all daily transactions and posting them to appropriate ledger; maintain efficient, proper, and transparent filing of all financial documents; process payments as provided in the approved budget; handle office petty cash and make cash request for petty cash replenishment on time; ensure that proper authorisation is obtained before making any payment; verification and reconciliation of all accounting documents; ensure compliance and enforcement of internal policies, donor regulations and budget restrictions; assess accuracy and completeness of documentation and conformity with reporting and procedural standards; ensure that all financial records pertaining to the project are properly completed and stored in a secure place; undertake monthly bank reconciliations. Prepare monthly, quarterly and annual financial reports for submission in accordance with IFRS and donor requirements; facilitate timely payroll processing, payment and submission of statutory obligations such as PAYE and NSSA; contribute to financial audits; carry out any other duties as required by management

Qualifications and Experience

Degree in Finance, Accounting or relevant field plus a professional accounting qualification i.e. ACCA, CIMA, CIS, CA. Minimum of three (3) years of experience in a similar position; In-depth knowledge of donor financial regulations and accounting processes especially PEPFAR/ USAID; proficiency in Accounting software packages such as PASTEL and SAGE; Knowledge of Belina Payroll Systems, Microsoft Office, Advanced Excel an advantage, Willing to learn; Strong communication skills; Good analytic and strategic thinking skills; Supervisory and management experience; Attention to detail.

To apply

If you meet the above criteria and you have the drive, send your application including a motivational letter (300 words maximum) and three contactable referees to: The Executive Director, No 28 Divine Road, Milton Park, Harare or via email jobs.znnp@gmail.com PLHIV and women who meet the set criteria are strongly encouraged to apply.