

Terms of Reference: Finance Assistant

Location: Lusaka

Duration of Contract: 1 year

Reporting to: Finance & Office Manager

Working Hours: Monday-Friday - excluding public holidays

Languages Required: English

Background

Wildlife Crime Prevention is a Zambian based organisation that works nationally across Zambia, providing support to the Department of National Parks and Wildlife's Investigation and Intelligence Units. The main goal of WCP is to coordinate closely with key DNPW personnel and NGOs working within National parks in Zambia to secure areas of elephant strongholds and key transit routes of illegal wildlife trade.

Purpose

The primary purpose of this position is to provide administrative and financial support to the Finance and Office Manager and ensure the effective and efficient operations of the WCP accounts department.

Scope of Work

The position includes but limited to, the following responsibilities:

The Finance Assistant will be responsible for:

- Management of office petty cash transactions and reconciliations
- Preparation and processing of project payments
- Maintain and update ledger accounts and journals
- Capturing of transactions in accounts database
- Filing and maintenance of all project finance related documentation

The Finance Assistant will also be required to assist the Finance and Office Manager:

- In reconciliation of Personnel Accounts
- Project budget tracking, management and reports



Required Skills/Experience

- Senior Secondary (Grade 12) Certificate
- Minimum Diploma in a Finance related course
- Knowledge in basic accounting transactions i.e. double entry
- Knowledge in accounting software and/or bookkeeping
- Knowledge in business software i.e. Excel and Microsoft word
- At least two years' experience in an administration and finance role. Experience in NGO finance sector or Donor budgeting and reporting will be an added advantage
- Good communication skills
- The ability to work as part of a team
- Self-motivated and goal oriented
- The ability to work independently under minimal supervision
- Excellent written and oral communication skills, fluency in English required

Please send your CV and cover letter to jobs@wildlifecrimeprevention.org by 25th May 2018. Ensure to reference Financial Assistant in the subject matter. Only successful candidates will be notified.