



EMPLOYMENT OPPORTUNITY: ASSISTANT ACCOUNTANT

Job Purpose:	<ul style="list-style-type: none"> Caritas Zambia, as the secretariat for the Christian Churches Monitoring Group (CCMG), is seeking an Assistant Accountant who will be responsible for day-to-day transactions in the Finance and Administration Department (FAD). H/she is responsible for updating and reconciling all ledger accounts to facilitate preparation of financial reports. The Assistant Accountant reports to the FAD-Unit Head. Caritas Zambia is an institution of the Zambia Conference of Catholic Bishops (ZCCB) dedicated to promoting the Social Ministry of the Catholic Church. Caritas Zambia is an evidence-based advocacy organization with a mandate of fostering and upholding human dignity by promoting integral human development through research, advocacy, monitoring and participation in the formulation of economic and social policies. CCMG is an alliance of four faith-based organisations formed to help promote credible elections through non-partisan citizen monitoring. The CCMG partner organisations are Council of Churches in Zambia (CCZ), Evangelical Fellowship of Zambia (EFZ) and the Zambia Conference of Catholic Bishops (ZCCB).
Location	<ul style="list-style-type: none"> Lusaka, Zambia
Duties and Responsibilities	<ul style="list-style-type: none"> Timely processing of requests for payments to meet financial obligations Prepare financial documents Update and reconciliation of all ledger accounts to facilitate preparation of reports Ensure all financial transactions are posted on time Handle payments and manage day to day transactions of the FAD
Skills and Qualifications:	<ul style="list-style-type: none"> Attention to detail, Strong time management skills, Communication skills, Ability to work well with others, Good organization skills, Must be computer literate Experience in Pastel accounting system is an added advantage
Education and Qualifications	<ul style="list-style-type: none"> Degree in Accountancy or CA advisory ZICA membership
Experience:	<ul style="list-style-type: none"> At least 3 years work experience
To apply	<ul style="list-style-type: none"> A thought through cover letter that includes why you are interested in this position at this point in your career CV

	<ul style="list-style-type: none"> • One page statement on how you will maintain a positive, values-based organizational culture. • SEND DETAILS TO: SEND DETAILS TO Hrcathsec@gmail.com and copy info@ccmgzambia.org and edmond@caritaszambia.org • <u>Deadline : 26TH September 2025, 17:00hrs</u>
	<p><i>No phone calls or solicitation is allowed. Interviews will be scheduled for October 2025, and interested applicants are encouraged to apply as early as possible. Applications will remain open until the stipulated closing date.</i></p> <p><i>We are committed to gender equality and strongly encourage applications from qualified women</i></p>