



Job Specification

Job Title: Accountant
Location: Lusaka, Zambia

Description	
<p>The Christian Churches Monitoring Group (CCMG) is seeking a dynamic and values-driven Accountant to help grow its impact and influence on governance, peacebuilding, and elections in Zambia. 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), Jesuit Centre for Theological Reflection (JCTR) and the Zambia Conference of Catholic Bishops (ZCCB).</p>	
<p>Reporting to the Caritas Zambia Finance and Admin Unit Head, this is a fixed term contract for a duration of 12months and is based in Lusaka, Zambia.</p>	
<p>Safeguarding Programme Participants Policy:</p>	<p>Caritas Zambia is committed to Safeguarding Programme Participants from Exploitation and Abuse and has specific policies on this commitment (including a Code of Conduct) which outlines the expected behaviour and the responsibility of all staff, volunteers, consultants and other organisational representatives. Any candidate offered a job with CCMG will be expected to sign the Caritas Zambia Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.</p>
Key Duties & Responsibilities	
<p><u>Finance and Governance in Partner Organisations</u></p> <ul style="list-style-type: none"> • Support the work of the programme team in reviewing partner financial and narrative reports ensuring consistency of information provided and that CCMG and donor requirements are being met. • Review records ensuring that partner financial reporting is up to date and properly maintained, in accordance with CCMG and donor requirements. This will include verification of all project expenses. • Lead an ongoing process to appraise partner organisations financial controls and systems in line with the Caritas Zambia Finance manual. Ensuring recommendations are implemented in agreement with the partner. • Provide support to the Finance/Accounts Departments of partner organisations to enable them to produce and submit accurate expenditure reports. Support will include design of accounting and reporting systems, design of spreadsheets, training and on-going financial guidance. • Participate in all CCMG programme team meetings to ensure a full understanding of all programme work and any financial implications arising. <p><u>Financial Control and Reporting</u></p> <ul style="list-style-type: none"> • Guided by the Caritas Zambia Finance and Admin Unit Head, ensure that the relevant financial policies and procedures are adhered to and implemented in a standardised manner across the CCMG programme. • Ensure that the programme finance activities meet the financial reporting requirements and deadlines as specified by the Caritas Zambia Finance and Admin Unit Head. • Closely monitor all programme activities, and keep the Caritas Zambia Finance and Admin Unit Head and CCMG Program Manager advised of all situations which have the potential for a negative impact on internal controls or financial management performance. 	

- Assist with donor, external and internal control audits as required.

Budgeting

- Develop all CCMG budgets and assist Programme Coordinator in conducting the budget process for the CCMG programme, ensuring that appropriate levels of technical support and guidance is provided during the process of preparing budget and subsequent revisions.
- Prepare donor budgets, and ensure compliance with donor regulations and requirement.
- Oversee budget implementation and provide support to CCMG program staff in executing budgets.

Person Specification – Essential Requirements

(E) Academic Qualification	<ul style="list-style-type: none"> • Relevant Accounting Qualification to a minimum of Degree level.
(E) Experience	<ul style="list-style-type: none"> • Experience in Accounting/Finance Position • Experience in working with local CSOs in Finance (USIAD project experience is desirable).
(E) Skills	<ul style="list-style-type: none"> • Expertise in Word and Excel • Ability to prepare concise, informative presentations and financial reports • Strong analytical abilities and ability to prepare concise, informative financial reports
(E) Qualities	<ul style="list-style-type: none"> • Discreet and reliable • Honest • Good Team player
(E) Other	<ul style="list-style-type: none"> • Fluent in English

Person Specification – Desirable

(D) Professional Qualification	<ul style="list-style-type: none"> • Chartered Accountant – ACCA, CIMA, CPA, ZICA or equivalent • Registered member of ZICA
(D) Experience	<ul style="list-style-type: none"> • Atleast 3 years Experience working with NGOs in the similar position
(D) Skills	<ul style="list-style-type: none"> • Leadership and Management, strategic planning, Communication and proficiency in accounting and payroll software
(D) Qualities	<ul style="list-style-type: none"> • Self-driven, results oriented and innovative, committed to upholding Christian Values • Committed to live the values of the Organisation on and off work
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 • One page statement on how you will maintain a positive, values-based organizational culture. <p>SEND DETAILS TO unithead.progs@caritaszambia.org and info@ccmgzambia.org</p> <p><u>Deadline: 15 January 2024</u></p>