

VACANCY ALERT!



Job Title: Project Accountant

Reporting to: Grant Accountant

Submission Deadline: 18 October 2024

JOB SUMMARY

To provide support to the Finance Department in accounting and report compliance within ZIMCODD and partner requirements, including: producing monthly, quarterly, semi-annual and year-end accounts in the accounting system, as a Project Accountant.

KEY DUTIES AND RESPONSIBILITIES:

Assist the Finance Department in the following:

- Supporting the whole accounting value chain and documenting all support documents.
- Promote daily audit readiness in line with ZIMCODD work culture.
- Execute project specific functions to expedite smooth running of the assigned project.
- Management and reconciliation of the bank and cash accounts, preparation of the weekly cash counts and monthly financial records including cashbooks.
- Prepare monthly general ledger control account reconciliations per operational procedures.
- Preparation of monthly report, quarterly accrual report and VAT claims.
- Administer all project budgets to ensure compliance with the approved agreements.
- Work on project close-out procedures & close out finance reports.
- Maintain up to date fixed asset register assist in physical assets verifications semi-annually.
- Maintain a complete record of all revenue, expenditure incurred, assets owned and liabilities due to different stakeholders.
- Assist with cash flow preparation, analysis, budget preparation, realignments, monitoring, reviews as well as ensuring all funds are spent according to obligated amount.
- Properly verifying all payments, ensuring proper transaction vouching and the processing of all payments and their approval prior to payment.
- Prepare project audit files for different donors and attend to audit queries until audit ends.
- Assist in procurement of office and programme requirements using set procurement policy.
- Process reimbursements and allowances to workshop/activity participants.
- Process payments to procure approved organizational assets.
- Check and follow up on project specific acquittals and reconcile same to ensure recovery.
- Collect cash from the bank when required.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- A Degree in Accounting/Finance.
- Studying towards or having completed a professional course in Accounting e.g. ACCA, CIS, CA, CPA or CIMA.
- Proficient in MS Office tools (Word, Excel, PowerPoint & Outlook) and use of relevant accounting packages (Belina Input & Payroll).
- Excellent organisational skills with the ability to prioritize tasks and projects to meet deadlines.
- Ability to maintain a high level of confidentiality.
- A person of high integrity with no criminal record, reliability and highly motivated with a personal drive for high achievement.
- 5 years of relevant experience preferably in an NGO environment.

HOW TO APPLY

Interested candidates with the specified qualifications and skills should apply by sending an email to recruitmentzim2000@gmail.com, clearly marking the position being applied for in the subject line, with a **motivational letter** and detailed **Curriculum Vitae** not later than **17:00PM, 18 October 2024**. Please note that only short-listed candidates will be contacted.

ZIMCODD is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender identity and disability.

