

VACANCY ALERT!



Job Title: Grant Accountant

Reporting to: Chief of Party (#SIYA project)

Submission Deadline: 18 October 2024

JOB SUMMARY

This is a senior level position within the organization and only candidates with commensurate experience will be considered. The Grant Accountant is responsible for implementing the organization's finance and human resources management strategies and policies. The Grant Accountant is responsible for **Strengthening Institutions & Youth Agency in Zimbabwe's Accountability Narratives (#SIYA)** accounting, finance management and report compliance within the funding partner's and ZIMCODD guidelines. This includes: producing monthly, quarterly, semi-annual and year-end accounts in the accounting system and administering the payroll.

KEY DUTIES AND RESPONSIBILITIES:

- 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 as per operational procedures.
- Preparation of monthly management accounts and financial reports primarily for the USAID funded #SIYA project.
- Financial control monitoring of sub grantees as per agreements. To achieve this, the grant accountant shall schedule compliance training and conduct regular assessment visits.
- Administer #SIYA project budget to ensure compliance with the approved agreement.
- Working on project close-out procedures and close out finance reports,
- Maintaining a complete record of #SIYA revenue, expenditure incurred, assets owned and liabilities due to different stakeholders.
- #SIYA Cash flow preparation, analysis and budget 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.
- Preparation of audit files for different donors and attending to audit queries until finalisation of reports.
- Ensure all statutory obligations are met timeously as well as ensuring there is adequate back-up for all accounting and administration information. eg P.A.Y.E., & NSSA.
- HR Function – Administer payroll and related activities ensuring accurate and comprehensive data, information and controls.
- Review procurement of #SIYA office and programme requirements using set procurement procedures.
- Supervision of lower-level finance staff and mentoring them for efficient performance.

GENERAL RESPONSIBILITIES

- Compliance with security procedures, safety & health regulations.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Assist in staff training on policies and procedures.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Recognised Post-graduate qualifications, i.e. Master's degree or equivalent in Accounting / Finance.
- 7 years of financial management and accounting experience.
- Prior NGO work experience & familiarity with USAID rules and regulations.
- Proficient in MS Office tools (Word, Excel, PowerPoint & Outlook) and use of relevant accounting packages (Belina Input & Payroll).

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** no later than **17:00 PM, Friday 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.

