

## **BII ZAMBIA LIMITED**

### **JOB DESCRIPTION: ASSISTANT ACCOUNTANT.**

#### **Role:**

To support the financial operations of BII and ensure timely, accurate financial information, including cash flow management. Responsible for entering financial information and maintaining all financial records for projects and for the organization.

#### **Key Areas of Responsibility:**

##### **Financial Management.**

- Processing all relevant paperwork related to all administration expenses and ensure that all paperwork is correctly filed for easy retrieval.
- Processing cheques/online cash payments for the purchase of project and office goods and services and ensuring correct approvals/authorization, and accompanied by the relevant supporting documents.
- Carry out bank errands as bank agent.
- Weekly follow up on submissions of all funds retirement forms with supporting documentation from staff.
- Monitor the submission of all relevant documents, and actively follow up when necessary to ensure that all are received by the submission deadline.
- Secure all retired payment supporting documentation in respective staff books.
- Weekly update and posting of all cashbooks and journals in Excel in Line with issued monthly reporting timetable and submit for review to Finance Manager every Friday.
- Prepare Monthly bank reconciliations by the 5<sup>th</sup> of the following Month, ensuring no outstanding items greater than 30 days.
- Proactively follow up outstanding items on the bank Reconciliation in writing with the Vendors, Suppliers & Contractors and notify the Finance Manager any outstanding Items over 30days.
- Close monitoring of the organizational bank account and ensuring that there are sufficient funds available, and that a weekly status report is submitted to Finance Manager.
- Upload of all weekly excel journals into the accounting package and ensure that all cashbooks are timely reconciled, including liaising with the bank to correct errors on the bank account within the first 5 working days of each month.
- Assist with audit preparations and attend to auditors as and when required during the annual audit over areas of responsibility.
- Other finance related tasks as required.
- Assisting with administration tasks as and when required.

##### **Line Management**

The role reports on a day-to-day basis to the Finance Manager.

##### **Other Key Relationships**

- Project Accountant.
- Administrator

- Procurement and Logistics Officer
- Construction Operations Manager

The right person should have the following qualifications and be able to demonstrate:

- Minimum qualifications of ZICA Technician, CIMA Operational or ACCA Level 1.
- Experience in a similar role (minimum 2 years)
- Excellent Microsoft office skills especially Excel and Word.
- Ability to grasp concepts and procedures quickly, working with a high degree of accuracy.
- Good command of written and spoken English.
- Good team, Planning and communications skills.
- Integrity, confidentiality and honesty.
- Hard working and conscientious attitude.
- Three good references.
- Understanding and affinity with our mission and values.
- Ability to uphold BII standards on ethics and transparency.

**TO APPLY:**

- Check that you can meet the basic requirements listed in the job description
- Hand deliver or email your application that should consist of the following:
  1. A CV which includes a list of relevant professional qualifications, stating where you studied and when. Include any relevant short course training/workshops.
  2. A cover letter telling us what interests you about the position. One page max.
  3. Provide contact details for three referees who know you in a professional capacity.

E-mail applications to **recruitment@builditinternational.org** or hand deliver to 21381 Mushakashela Road, Woodlands, Lusaka.

Application deadline: 17<sup>th</sup> August 2018. Please save your CV and cover letter in the following format: 'FULL NAME CV' and 'FULL NAME COVER LETTER'

**\*ONLY SUCCESSFUL CANDIDATES WILL BE CONTACTED.**