

## **JOIN OUR TEAM: SHORT TERM ASSIGNMENT - FINANCE AND PROCUREMENT ASSISTANT**

### **Introduction:**

Build It International is an NGO creating opportunities for young people and their communities through skills training, work experience and essential community building projects. We have pioneered a sustainable, livelihoods based approach to community infrastructure provision in Zambia.

Our core activity is to train young men and women in construction skills so that they can go on to earn a living. We deliver this through our programme of community building construction projects and through building skills training at our Centre for Excellence currently under development.

We are looking for an energetic and motivated individual with basic knowledge of finance concepts and accounting principles to join and provide support to the Finance and Procurement Teams on a short term basis

### **Responsibilities:**

- Support the Finance team in month-end reporting processes and annual audit preparations
- Review of all payment vouchers and supporting documentation to ensure completeness for 2021
- Conduct Asset and Inventory verification exercises at all BII Zambia Offices in Lusaka, Chibombo and Livingstone
- Fixed Assets Tagging
- Assist with conducting a materials tracking exercise on the project locations in Livingstone and Lusaka.
- Assist Procurement with collecting quotations, processing requisitions and purchase orders.
- Assist with the submission of annual returns to NGO Office and PACRA and other statutory bodies
- Any other duty as assigned.

### **Knowledge, Skills and Abilities:**

- Interview will include oral and a written test.
- Minimum qualifications of ZiCA Technician, CIMA Operational or ACCA Applied Knowledge
- Must be a member of Zambia Institute of Chartered Accountants (ZiCA)
- Basic knowledge of finance concepts and accounting principles
- Proficiency with Microsoft Excel and Word
- Strong oral and written communication skills
- Display a positive attitude, energy and willingness to learn
- Minimum 1-year relevant work experience.

The selected candidate should be ready to start immediately.

**Job Type:** Temporary for 3 months, with possible extension.

**Work Station:** Lusaka, with travel to project locations in Lusaka Province and Livingstone.

**Application Deadline:** Friday 23<sup>rd</sup> April 2021 by 1200 CAT

To apply please send a CV and cover email to: [recruitment@builditinternational.org](mailto:recruitment@builditinternational.org) with "Finance and Procurement" in the email subject, and complete the brief questionnaire on MS Forms [here](#) (also available on Build It International website <https://www.builditinternational.org/about-us/jobs-and-volunteers/>).