

THE UNITED CHURCH OF ZAMBIA SYNOD HEADQUARTERS



“All One In Christ”

FRIDAY, 28TH JULY, 2023

VACANCY ANNOUNCEMENT –FINANCE DEPARTMENT

The United Church of Zambia is seeking to recruit a suitably qualified and experienced member of The United Church of Zambia to fill the position of **Accountant, for the Self Help Project (iv) in Mazabuka District, of Southern Presbytery**. The successful Candidate will be required to report for work by **14th August, 2023**.

The closing date for receiving applications is **3rd August, 2023**.

1. STATEMENT OF MAIN DUITES

- Review transaction listings and ensure they are posted accurately and reconciled in line with UCZ /Donor guidelines,
- Prepare timely monthly management reports for submission to the partner as per approved budgets and time frame,
- Provide appropriate project financial information and guidance to the Financial Secretary and Community Development and Social Justice Secretary (CDSJS),
- Ensure that projects audits are properly organized and that there is proper and timely follow-up of audit recommendations (internal, external and field office audits),
- Supports CDSJS in tracking budgets, to ensure there is no overspend or low burn rate, verifies budget availability for any commitment,
- To Establish and update cash flow forecasts, monitor cash positions for the project,
- To review fund requests and program work advances by program officers to ensure they are within approved work plans,
- Monitor imprest and ensure previous transfers/advances are accounted for and retired before new request is approved.

2. DESIRED QUALIFICATIONS, RELEVANT WORK EXPERIENCE AND COMPETENCES:

- Holder of grade twelve school certificate,
- Minimum of Three (3) years working experience with NGOs, government or Not for Profit Making Organizations,
- Knowledge of project budgeting and fund mobilization skills,
- Holder of bachelor's degree in finance and accounting, ZiCA licentiate, CA Application Level, ACCAII or equivalent qualifications,
- Must be a paid up member of the Zambia Institute of Chartered Accountants (ZICA),
- Experience in QuickBooks and pastel is an added advantage,
- Excellent interpersonal and communications skills,
- Demonstrable leadership, versatility, and high levels of integrity,

3. MODE OF APPLICATION

Candidates who meet the above qualifications should apply and attach their latest CVs, copies of academic and professional qualifications and day time telephone numbers of three (3) referees to:

The General Secretary

The United Church of Zambia Synod Headquarters
P.O Box 50122

LUSAKA

Email: uczsynod@zamnet.zm/admin@uczsynod.org