
JOB ADVERTISEMENT - ACCOUNTANT

The Jesuit Centre for Theological Reflection is a faith-based organisation whose vision is to promote from a faith inspired perspective *A Just Zambian Society guided by faith, where everyone enjoys the fullness of life*. JCTR wishes to invite qualified individuals to apply for the position of **ACCOUNTANT** to be based at our Lusaka Office.

1. Purpose of the Job

Under the general supervision of the Finance and Administration Manager (FAM). The Accountant is an integral member of the Finance Unit. He/she contributes immensely to ensuring that the financial resources of the JCTR are efficiently and effectively managed. Reporting to the FAM, the Accountant will carry out the following functions.

2. Main Duties

2.1 Financial Management - Planning and Budgeting:

- Participate in preparation of strategic plans and budgeting processes, that is, fiscal and long-term budgeting
- Assist in the consolidation of Programme budgets into main budget
- Assist in facilitating proper management of funds in the outreach programme by checking the outreach reports regularly to ensure compliance with the Outreach operational manual
- In the absence of the Head of Finance relate with partners on matters of finance

2.2 Budget Implementation

- Assist in preparing periodic financial management reports, monthly, quarterly and annual variance analysis reports and cash flow forecast
- Participate in the preparation of periodic cash flows for internal use.
- Participate in ensure adherence to donor requirements in budget implementation

2.3 Financial Preparation and Reporting

- Receipt and bank all JCTR income in accordance with procedural manual
- Prepare payments based on authorized invoices for goods and services
- Timely updating of cash books and all accounting records in Pastel Accounting Package
- Assist in the preparation of monthly, quarterly, bi-annual and year - end financial reports
- Participate in preparation of all necessary supporting schedule to the end of the year financial report
- Maintain petty cash float
- Assist in liquidating of advances (staff imprest and salary advances)
- Assist with Dove payroll management and pay all statutory contributions i.e. pension and pay as you earn etc
- Maintain accounting documents in proper and accessible way

2.4 Fixed Asset and Stock Record Maintenance

- Update periodically fixed assets register
- Maintain of stock records

2.5 Auditing

- Participate in closure of accounts at financial year end
- Provide necessary support during audit

2.6 Any Other Duties

- Perform any other duties as assigned by FAM

3. Qualifications and Experience

- Full Grade 12 Certificate with 5 'O' levels
- Bachelor of Accountancy Degree or Professional Qualification in Accounting such as ZICA/CA Zambia, ACCA, CIMA or any equivalent qualification.
- Member of Zambia Institute of Chartered Accountant (ZICA)
- At least Three (3) year of proven record of managing/developing financial system, control and budget process.

4. Skills and Competencies

Ability to:

- Apply modern computer-based accounting software, Knowledge of Pastel Accounting is an Added advantage
- Prepare financial reports documents accurately.
- Understand and follow complex oral and written instructions.
- Set priorities and prioritise work.
- Establish and maintain effective working relationships with cooperating partners, external auditors, bank representatives, etc.

5. How to Apply:

Interested candidates should submit their CV, a cover letter detailing their suitability for the position, and contact information for three professional references to jctr.careers@gmail.com.

Please include ***“ACCOUNTANT”*** in the subject line.

JCTR is an equal opportunity employer and encourages applications from all qualified individuals regardless of race, gender, religion, or disability. **FEMALE applicants are highly encouraged to apply.**

Closing Date: Friday November 15th, 2024.

Jesuit Centre for Theological Reflection (JCTR)

JCTR Repository

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Brochure

Formation Programmes

2024-11-06

Job Advert - Accountant

Nyirenda, Fr. Boyd Kapyunga, S.J.

Jesuit Centre for Theological Reflection

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