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## **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](mailto: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 15<sup>th</sup>, 2024.

**Jesuit Centre for Theological Reflection (JCTR)**

**JCTR Repository**

**<https://repository.jctr.org.zm>**

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Brochure

Formation Programmes

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2024-11-06

# Job Advert - Accountant

Nyirenda, Fr. Boyd Kapyunga, S.J.

Jesuit Centre for Theological Reflection

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