

**Finance & Administration Officer Job Description**

Unit: Finance and Administration

Location: Harare, Zimbabwe

Salary: Gross annual salary:$15,423

Benefits: 30 days annual leave, medical cover, up to 5 days study leave.

Reports to: Finance and Administration Coordinator

Direct reports: Interns, volunteers as and when required

Contract Duration: 12 months

Context: Restless Development Zimbabwe is a locally registered International NGO and the Lead Agency in youth-led development in the country. Through placing young people at the forefront of the development process in the fight against HIV and AIDS, tackling youth exclusion and increasing the voice of young people within the development context as well as increasing young people’s access to livelihood opportunities, Restless Development is becoming increasingly recognised both nationally and internationally. Restless Development Zimbabwe is working to integrate its youth-led model into strategic line ministries, through integration and capacity building programmes for all levels, as well as providing a platform for young people to engage with decision makers.

The Finance & Administration Officer is an integral role in our Country Programme’s Finance Unit which supports the delivery of our Youth Empowerment Programme. Working closely with the Finance and Administration Coordinator, the role involves frequent communications with and support for the programmes team on financial matters.

Main Responsibilities:

Management Accounts 35%

* Assist the Finance and Administration Coordinator to prepare quarterly budget reforecasts.
* Check all field office float retirements for accuracy and reasonableness, and ensure that they captured timely
* Ensure all journal adjustments are prepared, signed and captured on time.
* Ensure all project documents are filled accordingly
* Ensure all project related expenditure is paid on time.
* Capture all project financial transactions on a monthly basis.
* Office petty cash management.
* Carry out field office floats spot checks.

Payroll 15%

* On a monthly basis, compile changes to the payroll for all Country Programme staff and ensure that they are reviewed and approved.
* Run the payroll using the approved figures in Belina Payroll
* Ensure appropriate transfer of all staff salaries.
* Assist the Finance and Administration Coordinator in preparing and capturing the payroll journal on a timely basis.
* Print off monthly payroll reports for filing and payslips for distributing to project staff.
* Ensure all relevant forms are completed and signed off for leavers and starters.
* Ensure salaries are paid according to employee contracts
* Ensure that all new employees fill NSSA forms and have NSSA Numbers.
* Deal with any statutory issues as necessary or as they arise.
* Ensure that statutory payments are done on a timely basis.
* Ensure that project staff insurance for all staff is paid on time.

Inter-company Account Maintenance 15%

* Assist the Finance and Administration Coordinator in reconciling and updating the funding statements (inter-company account statements) on a monthly basis.
* Capture all programmes monthly funding statement transactions
* Asset and Office Management 15%
* Ensure all fixed assets are correctly coded, labelled and updated on the fixed asset register on a timely basis
* Ensure that office maintenance requirements are dealt with on a timely basis.
* Ensure timely payment of office rentals and assets insurance

Performance Management 15%

* Support the Driver/Office Orderly to set clear performance objectives, in line with the Finance and Administration unit’s operational plan and their personal development.
* Prepare, hold and report one mid-term, and one full performance review annually.
* Other Duties 5%
* Other duties as required, sometimes requiring work on weekends, for which time off in lieu can be taken

Qualifications

* An accounting degree and/part qualification for ACCA, CIMA, CIS or other professional accounting qualifications.

Experience & Skills

Essential

* 1-2 years’ experience in financial management and accounting.
* Good knowledge of Excel, IT, written & verbal communication skills
* Excellent organisational skills and methodological approach to financial accounting.
* Strong team player.

Preferable

* Experience using Pastel Accounting Software.
* Hands-on knowledge of Belina Payroll.
* Understanding of development issues particularly those related to young people in the areas of Sexual Reproductive Health Rights, Civic Participation and Livelihoods.
* Experience as a volunteer with Restless Development or other not-for-profit organisation.

Person Specification

* The individual must be detail conscious, highly self-motivated, have analytical skills and be comfortable with a rapidly changing working environment. The successful individual will also be able to establish strong working relationships with field staff. The successful candidate will be personally committed to Restless Development’s mission and values.

How to apply

Please send a completed application form to jobszimbabwe@restlessdevelopment.org by the 9th of November 2021.

**Restless Development** is an Equal Opportunities employer and welcomes applications from all sectors of the community. Restless Development will ensure that no applicant or staff member receives less favourable treatment on the grounds of gender, sexual orientation, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.

Please note we DO NOT accept CVs, resumes or covering letters

Closing Date: 9 November 2021