



## Assistant Finance Officer – Programmes and Projects

### Primary Purpose of the Job

- Supports the Project (PIU) in financial accounting and reporting of Project funds managed by the Secretariat.
- Provide finance coordination for general project implementation and management processes, including day-to-day liaison with technical teams, Finance and Procurement counterparts.

### Duties and Responsibilities

#### Budgeting and Control

- Collaborate with the Finance Officer and Financial Controller in the annual budget setting exercise by providing support to project officers and consolidating the budget figures

#### Budget & Expenditure Control

- Support the Finance Officer and Financial Controller in undertaking budget and expenditure control on projects
- Check all new project commitments and check if they are only made against budgeted appropriations. Report exceptions to the Finance Officer
- Check payment requests against supporting documents and ensure they comply with the relevant conditions and rules of the donor/s agreement to be eligible for disbursements
- Assist in investigating variances and discuss with project owners of potential overspent above approved budget and seek justifications

#### Accounting

- Retention (filing) of all accountable documentation to secure unqualified audit report
- Issue Monthly and Annual Projects Trial Balance and Draft Reporting Pack along with supporting schedules
- Financial services processed and products delivered in accordance with regulatory requirements and supporting documentation retained
- Prepare expenditure justifications/ commitment documents;
- Process payments /disbursements for goods and services
- Prepare draft financial reports, income and expenditures incurred by the project, perform relevant analysis and reconciliations to ensure completeness and accuracy, and submit to the Finance Officer for review.
- Assist in providing relevant financial reports and analysis requested by donors and management
- Monitor expenditure incurred by Grantees/Sub Recipients where applicable and report to the Finance Officer
- Provide relevant information for audit and clear audit queries

## Cash Management & Control

- Review for project expenditures, ensure payment requests and supporting documents comply with the relevant conditions and rules of the donor/s agreement to be eligible for disbursements
- Prepare bank reconciliations and related schedules
- Prepare draft monthly cash flow reconciliations and forecasts and submit them to the Finance Officer.
- Analyse project expenditures and ensure payment requests and supporting documents comply with the relevant conditions and rules of the donor/s agreement to be eligible for disbursements. Report any exception to the Finance Officer

## Internal Controls

- Understand contractual requirements of donors regarding internal controls around project financial management and ensure these are effectively implemented  
Promptly report exceptions to the Finance Officer
- Assist to implement auditor recommendations for better financial controls

## Financial support

- Provide finance support to the project team to ensure the smooth running of the project operations;
- Maintain records of project team travel and assist in their travel logistics;
- Take minutes of meetings and maintain records for the operations and project team;
- Develop and maintain document control processes for efficient project management;
- Maintain a proper and user-friendly filing and document control system for recording and tracking all documents for the project team.
- Support the officers and project team in daily financial roles and assist to keep stock of stationery supplies for the project.
- Perform data entry, recording, printing and filing duties
- Undertake any ad-hoc financial duties projects/duties as required;
- Coordinate travel arrangements inclusive of air-ticket, hotel accommodation, visa arrangements, claims etc;
- Assist to check and verify staff claims and invoices for the project team;
- Prepare and raise purchases requisition for project purchases.

## **Qualifications and Experience**

### **Education**

- A minimum of a Bachelor's Degree in Accounting, Finance, or business management.
- Studying a professional accountancy certification such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent

### **Professional Certification**

- Exposure to professional financial management, accounting and audit training e.g. ACCA, CA, CIMA, CPA or equivalent.

### **Specialised Knowledge**

- Member of an internationally recognised accounting body such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent;
- Knowledge of SADC development issues

- Proficient in the use of computers and computer software relevant to financial management.

## **Experience**

- At least 4 years of work experience in financial management within a public or private sector, regional or international organisation

## **Skills Requirements**

- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- International relations skills
- Interpersonal skills
- Negotiation, persuasion, networking and relationship building
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Problem-solving skills

## **Competency Requirements**

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Customer focused
- Decisive
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Professionalism and adherence to good work ethics
- Resilience and personal drive, self-motivation
- Results and performance driven

## **References**

Verifiable references and membership of professional organization(s). Previous work experience in donor projects would be a strong advantage.