

## Assistant Accountant - Nchelenge

Location: [Africa] [Zambia]

Town/City: Lusaka

Category: Finance

Job Type: Fixed term, Full-time

### JOB OPPORTUNITY

World Vision Zambia (WVZ) Limited is a faith-based Organization dealing with Relief aid, Development, and Advocacy dedicated to working with children, families, and communities to overcome poverty and injustice. WVZ is part of World Vision International and serves all people regardless of religion, race, tribe, or gender. We are currently working on 38 large-scale programs in over 30 districts in Zambia.

**Position:** Assistant Accountant - Nchelenge

**Reporting to:** Programme Accountant

**Location:** Zambia

### **Purpose of the Position:**

The incumbent will be responsible for providing advice to the Program on the effective and efficient utilization of financial and material resources compliant to World Vision Zambia Standards

### **Major Responsibilities;**

- Funds disbursed on time, and transactions recorded and filled according to WVZ

financial procedures.

- Refunds are deposited on time and funds accounted for.
- Staff adherence to WVZ financial procedures
- Quality Financial Reports, that inform programming Produced on time.
- Utilization of resources monitored in order to foster efficient and effective utilization of ADP financial and material resources
- ADP Staff make informed decisions based on current financial status.

**Qualifications: Education/Knowledge/Technical Skills and Experience:**

- A Diploma in Accounts or any finance related Diploma
- Technical Training qualifications required: Knowledge of MS Office Package
- Knowledge of Computerized Accounting systems preferably Sun System and Pastel (Added advantage)
- One (1) year experience in Accounts Field
- Demonstrated capacity to function well in a team and contribute effectively to team efforts
- Ability to adapt in different work environments: office based and field work (rural and peri-urban)

- Ability to work in a cross-cultural environment, and must be a mature Christian.

**NOTE:**

“World Vision Zambia is committed to the protection of children and adult beneficiaries from all forms of abuse and sexual exploitation. All employment is conditional upon the successful completion of all applicable background checks, including criminal record checks”.

***Women are strongly encouraged to apply; ONLY shortlisted candidates will be contacted!***