

# Position Opening

## 1. SUMMARY OF JOB POSITION

<b>Job Title</b>	Finance Officer (Management Accountant)
<b>Location of assignment</b>	Lusaka
<b>Reports to</b>	Finance and Administration Manager
<b>Anticipated start date</b>	December 2020
<b>Duration of contract</b>	Initial period of December 2020- March 2022

## 2. ABOUT PROSPERO ZAMBIA

Prospero is a UKaid funded private sector development entity designed to incentivize investment in innovation that will change the way that market systems work and create new growth opportunities for MSMEs. We focus on the following high-growth potential sectors:

- **Food and Agriculture:** Increasing competitiveness and value of Zambian food products in end consumer markets.
- **Mining and Mining Services:** Increasing the sustainable and inclusive economic impact of mining in Zambia.
- **Tourism and Hospitality:** Increasing the value and proportion of tourist revenues captured by local businesses.
- **Investment Services:** Increasing access to sources of impact investment finance for growth-oriented businesses
- **Business Services:** Increasing access to business services that support growth-oriented businesses.

We partner with leading private sector players, government agencies and business associations to design synergistic initiatives that support strong business model development, promote transformative financial services, attract quality investors and foster enabling business and investment environments. We work at the intersection of market system development and the impact investment ecosystem, recognizing that enterprise growth at scale requires access to substantial and sustainable sources of commercial finance

Prospero seeks to employ a Finance Officer to work closely with the Finance and Administration Manager.

## 3. SPECIFIC CONTEXT OF THE ROLE

The Finance Officer gives support to the Finance and Administration Manager in the financial and operational functions of the Prospero.

The job of Finance Officer exists to undertake the following major functions:

- Budgeting and forecasting
- Accounting
- Financial reporting
- Updating the fixed asset register and ensuring that all assets are duly labelled

#### 4. SCOPE OF WORK

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##### **Financial Management**

Ensure that finance transactions are processed in a timely and accurate manner for all programme and operational expenses in accordance with Finance and operations manuals and according to funding partner procurement and contractual obligations:

- Ensure monthly statutory compliance as required by Zambian financial authorities, submitting returns and payments in a timely manner.
- Prepare monthly payroll, ensuring payroll and statutory returns are submitted on time.
- Work in collaboration with the Procurement and Contracts team to ensure that settlements of all invoices/statements are processed in a timely manner.
- Complete general ledger processing/maintenance as instructed by the Finance and Admin Manager, including journal entries and reconciliations.
- Maintain/file all financial records in an easily retrievable manner.
- Ensure financial information is recorded accurately, including that appropriate aggregations to budget lines and monthly spending reports are accurate and prepared in a timely manner.
- Assist the Finance and Admin Manager in the preparation of budgets.
- Assist the Finance and Admin Manager in providing staff with financial information and reports they need to help them monitor their budgets.
- Assist in the implementation of finance systems and controls, to ensure policies and procedures are complied with.
- Assist the Finance and Admin Manager in preparation of year-end audits, compliance reporting, engagement with the fiduciary services provider, and reviews of policies and procedures for necessary updates.

##### **General office operations**

- Provide operational support to management and staff as required.
- Prepare reports, and relevant data in prescribed formats.

#### 5. REQUIRED/DESIRABLE EXPERIENCE

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The preferred candidate should have the following:

- At least a degree in Accounting or Finance from a recognised professional accountancy body or ACCA/CA/CIMA any other equivalent qualification acceptable to Prospero.
- A minimum of 5 years' experience in financial management and accounting
- Must be a registered member of ZICA.

##### **Job Competencies**

- Knowledge of financial and accounting principles, procedures, rules and regulations
- Computer literate. Experience with systems (automated accounting systems) and applications in the specific work area; Microsoft Office
- Communication and interpersonal skills
- Flexibility, dependability and dedication
- Compliance with procedures instructions, rules and regulations
- Service oriented and client focused

## 6. APPLICATION GUIDELINES

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We invite all interested candidates to submit the following documents:

- Curriculum Vitae (CV)
- Letter of Motivation outlining how your experience, skills, and professional networks fit with the required job description. Please clearly state your expected remuneration.

Please submit your application to [info@prospero.co.zm](mailto:info@prospero.co.zm) by December 9 2020. Clearly state, **Finance Officer** in the subject line.

Please note that only shortlisted candidates will be contacted.