



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Programme Accountant
REPORTING TO	Senior Programme Accountant
DEPARTMENT/UNIT	Programmes
JOB GRADE	C2
NUMBER OF POSITIONS	One
DUTY STATION	Lusaka, Zambia

Amref Health Africa is the largest international health development organisation based in Africa. Working with and through African communities, health systems and governments, Amref Health Africa's vision is to bring lasting health change in Africa and is committed to improving the health of people in Africa by partnering with and empowering communities, and strengthening health systems. With headquarters in Kenya, Amref Health Africa has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and West Africa providing services to over 30 countries. Employing over 900 staff and with an annual operating budget of approximately \$100 million, Amref Health Africa is a knowledge resource for donors and partners. For more information on Amref Health Africa, please visit www.amref.org.

1. Amref Global Health Security Unit

Global Health Security seeks to build strong and resilient public health systems to prevent, detect, and respond to infectious disease threats wherever they occur. The objective is to strengthen health systems' capacity to reduce vulnerabilities to emerging and re-emerging disease threats for communities in sub-Saharan Africa. The activities complement efforts of regional partners such as the Africa Centres for Disease Control and Prevention (Africa CDC), national players through the Ministries of Health and other strategic partners.

The Saving Lives and Livelihoods (SLL) initiative is a three-year, US \$1.3 billion partnership between the Mastercard Foundation and the Africa Centres for Disease Control and Prevention (Africa CDC) designed to save the lives and livelihoods of millions of people in Africa and hasten the economic recovery of the continent in the wake of the COVID-19 pandemic. The Saving Lives and Livelihoods initiative is acquiring vaccines for at least 50 million people, supporting the delivery of vaccinations to millions more across the continent, laying the groundwork for vaccine manufacturing in Africa through a focus on human capital development, and strengthening the Africa CDC.

2. Job Summary

The position will provide financial support to the Zambia Country program as well as ensure effective utilization of donor funds allocated to the projects in accordance with donors' and Amref's policies and standards.

3. Job Responsibilities

KEY AREA	SPECIFIC TASKS
Financial Reporting	<ul style="list-style-type: none">• Preparation of the Financial Reports for Donors and Management.• Assist in preparing monthly, quarterly and annual project performance reports.• Assist in preparation of any other Ad-hoc Financial Reports to stakeholders.
Budgeting and Budget Monitoring	<ul style="list-style-type: none">• Assist in preparing the annual budgets in liaison with the project team.• Review of monthly income and expenditure statements with the project team to monitor the budget performances.• Carry out periodic review and reconciliations of expenditure.
Financial Audits	<ul style="list-style-type: none">• Preparation of audit schedules.• Participate in project audits/organizational audits as required.• Provision of audit sample documents in support of the process.• Respond to audit issues and support the Senior Programme Accountant in implementation of the previous audit recommendations.
Management of Debtors	<ul style="list-style-type: none">• Maintain up-to-date staff debtor's status through regular staff account allocations.• Monitor and reconcile staff debtor's balances.
Management of Creditors	<ul style="list-style-type: none">• Ensure effective and timely processing of invoices or other payments and ensuring compliance to donor rules and regulations.• Review the Programme creditors' accounts in the system and reconcile them against creditors' statements.• Respond to day to day supplier queries for the Programme.
Statutory compliance	<ul style="list-style-type: none">• Ensure compliance with local tax regulations and laws by ensuring timely filing and payment of taxes and other government levies

REQUIRED QUALIFICATIONS

4. Education and Professional Qualifications

- Bachelor's Degree in Accounting, Administration, Finance, Commerce or relevant qualification.
- Professional qualification – CPA, ACCA, ZICA, CA or its equivalent.
- Must be a member of ZICA.

5. Required Qualifications and Experience

- Four (4) years' relevant experience, preferably in an NGO set up.

6. Knowledge, Skills and Abilities

- Familiarity with grants management and experience with financial and operations management.
- Strong interpersonal skills.
- ICT proficient, accounting and ERP software.
- Analytical and attention to detail.
- Good organization, planning and coordination skills.
- Problem solving skills.
- Team player.

- Ability to work under minimal supervision.

7. Languages

- Excellent spoken and written English.

How to apply

To apply, please send your current (CV) resume and cover letter with 3 traceable referees before **Friday 5th August, 2022** to recruitment.Zambia@amref.org quoting the relevant reference subject line. Only shortlisted candidates will be contacted due to large volumes of applications we receive. Kindly be advised that Hard copy applications will not be accepted.

NOTE: Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and have not retained any agent in connection with recruitment. Amref Health Africa is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Amref is an equal opportunity employer and has a non-smoking policy.