

THET
JOB DESCRIPTION

Job Title:	Finance and Operations Officer
Department/Business Unit:	Zambia
Reports To:	Country Director
Date of Issue:	31 st October 2023
Closing date for application:	21 st November 2023 by COB
Working days arrangement:	This role will work 3-4 days in a week.

Overall, Purpose of the Job:

Responsible for leading on all aspects of office and project finance functions and financial administration of THET's office currently based in Zambia.

Main Duties

Financial Control

- Maintaining the financial integrity of the THET operations and ensuring full compliance with policies & procedures, particularly around cash, advances, banking and assets.
- Being the primary source of expertise for THET staff, on financial best practice, and control and compliance issues.
- Managing THET- Zambia's financial transactions for all Zambia programmes.
- Safeguarding the assets of THET- Zambia, including the maintenance of the fixed asset register.
- Lead on the development of a vendor list for goods and services for the period 2024 to 2026.
- Overseeing local procurement, ensuring cost analysis and purchase orders are well prepared.
- Undertaking audits and spot checks at different project field sites as appropriate.
- Localising the THET Global Finance manual for Zambia.

Financial & Management Accounting

- Accurate recording of all income and expenditure and maintaining all Zambia financial systems.
- Monthly reporting to the Country Director and UK finance team providing fully reconciled reports detailing income, expenditure and cash and bank reconciliations.
- Provision of monthly actual versus budget analysis and other management information that may be required from time to time, to Country Director.
- Preparing cash forecasts to identify monthly funding requirements.
- Budgeting and forecasting for all THET Zambia projects.
- Communicate the financial status of projects to relevant staff in country using financial reports.
- Ensuring full compliance with Zambia laws, regulations and all statutory obligations.

- Ensuring compliance with all government rules and regulations for Zambia.
- Advising Country Director, and others as appropriate on financial and legislative changes that may affect Zambia- THET operations

Donor Compliance

- Ensuring compliance with all financial reporting and forecasting requirements of donors and others, and ensuring the smooth flow of funds from donors.
- Being the main point of contact on financial and administrative matters with in-country donor organizations, and building good working relationships with donor finance officers.
- Ensuring that expenditure is incurred and reported in line with donor agreements.
- Providing financial guidance to senior management and all project staff.
- Ensuring effective use of personnel and resources.

Management, Training & Capacity Building

- Training and developing other finance and project staff on policies, procedures and other finance issues as appropriate.
- Supervising and providing line management for other administrative, logistics and finance staff employed by THET- Zambia as required.

Administration and Human Resource

- Processing of payroll for all staff in Zambia and compliance with in-country tax legislation.
- Coordinate general office operations: procurements, office establishment and maintenance.
- Tracking existing or new vendor agreements and/or leases as appropriate for operations
- Ensure adherence to all HR policies/procedures as well as local employment laws;
- Stay upto date with relevant laws in Zambia and contribute to plans that enable the organization to stay compliant. This includes laws related to taxation, labor, NGO and foreign company branch compliance, etc.
- Support employment contract renewals with the Country Director and global HR Manager
- Electronic and physical file management (HR, Accounting, Inventory, Consultant Contracts, Lease/Vendor Agreements)
- Assist with coordination of recruitment and on boarding activities for Zambia as necessary.
- Undertaking other duties that the Country Director or the London finance team might request.

Required knowledge, skills and experience

- Grade 12 Certificate with five (5) 'O' with credit or better in Mathematics and English.
- Partial or Full Professional Accountancy qualification such as ACCA, CIMA or equivalent.
- Registered with Zambia Institute of Certified Accountants (ZICA) and in possession of valid practicing certificate.
- At least 3-5 years working experience within a recognised NGO or INGO.
- Proven ability to manage multiple priorities at the same time. In particular, experience of managing multiple budgets at the same time.
- Experience of working with and reporting to international donors.
- Good interpersonal skills to establish effective working relationships with financial and non-financial managers within the Trust and key stakeholders externally.
- Able to communicate effectively at all levels within the organisation.
- Excellent IT skills with experience of operating computer-based financial management systems. Competent to advanced level in Microsoft Excel.

- Strong team player; able to
 - work effectively under pressure,
 - demonstrate patience to team members,
 - explain financial responsibilities to team members,
 - train others in financial management
- Willingness and ability to take the initiative in identifying problems, suggesting solutions, and implementing agreed solutions.
- An eye for detail and a concern for accuracy, together with the ability to keep sight of the broad picture.
- Ability to be a self-starter and to think and act 'outside the box'.

Competencies

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

- **Planning and Organisation** – Is able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources requirements.
- **Resilience** – Can maintain personal effectiveness by managing own emotions in the face of pressure, set-backs or when dealing with provocative situations. Can demonstrate an approach to work that is characterised by commitment, motivation and energy.
- **Decision Making** – Is ready and able to take the initiative, originate action and be responsible for the consequences of the decision made.
- **Influencing and Persuading** – Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.
- **Communication** – The ability to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.
- **Managing relationships** – Able to build and maintain effective working relationships with a range of people.
- **Self-Development** – Is able to identify and apply opportunities for learning and development.