



VACANCY NOTICE: ACCOUNTS CLERK

Duty Station: Harare

Organisational Unit: Finance Department

Type of Appointment: Fixed Term with Possibility of Extension Based on Performance.

Closing Date: 23 February 2024

Estimated Starting Date: 01 March 2024

Introduction

The National Association of Non-Governmental Organisations (NANGO) is the coordinating body of Non-Governmental Organisations (NGOs) operating in Zimbabwe. It is a non-partisan, non-profit making, and non-denominational organisation mandated to coordinate and represent the NGO sector in Zimbabwe. Through its mission, NANGO commits itself to lead NGOs, strengthen, represent, and coordinate their work by creating space, and promoting networking, dialogue, and engagement to enable the fulfilment of members' visions and missions. NANGO seeks to achieve its mission by fulfilling its vision of having a proactive community of NGOs responsive and committed to the sustainable development needs of all people in Zimbabwe and the full realisation of human rights, democracy, good governance, and poverty alleviation. NANGO through this vacancy notice seeks to fill the position of Accounts Clerk which has arisen in the organisation.

Job Description

Under the direct supervision of the Finance and Administration Manager, the successful candidate will be expected to work on a full-time basis during the assigned period. Among other duties, they are expected to:

- assist in establishing an effective filing system that can provide easy access to information and proper documentation of all financial requirements.
- ensure all typical donor financial accounting and reporting requirements for documentation of expenditures are met and facilitate attribution of expenses to donors.
- assist in facilitating any institutional or donor-specific external audit process in a timely, efficient, and effective fashion.

- keep financial records updated, prepare reports, and reconcile bank statements.
- run accounting software programs (e.g. Pastel) to process business transactions, such as accounts payable and receivable, disbursements, expense vouchers, and receipts.
- prepare receipts and bank deposits in a timely fashion.
- facilitate processing of payments, ensuring accuracy of computation, and completeness of supporting documentation.
- assist in the maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in the database using existing accounting software, and travel claims and other entitlements are duly processed.

REQUIRED COMPETENCIES

Professionalism: Strong communication and analytical skills and ability to rapidly process and integrate diverse information from various sources; proven ability to meet tight deadlines; thorough knowledge of finance and accounting, understanding of, and experience in, dealing with various development partners or donors.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others, and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailor language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning and Organising: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

EDUCATION

- An Advanced University Degree in Accounting, Banking and Finance or related field is preferred.
- A first-level University Degree in combination with qualifying experience may be accepted.

WORK EXPERIENCE

- A minimum of 3 years of progressively responsible experience either in accounting, financial management, or auditing in the NGO Sector is an added advantage.
- Previous experience of working with and through development partners or donors.
- Demonstration of knowledge and understanding of NGO accounting systems and internal controls and procedures.

*Interested prospective applicants should send a **motivational letter, curriculum vitae, and scanned copies of academic certificates** via email to ngorecruitmentzw@gmail.com copy admin@nangozim.org with the subject line **ACCOUNTS CLERK APPLICATION 2024** on or before **23 February 2023**. Applications received later than the deadline will be automatically disqualified. NANGO does not discriminate against applicants based on age, gender, race, ethnicity, and disability.*