



VACANCY ANNOUNCEMENT

Position: Finance & Administration Assistant
Contract Duration: 1 year
Duty Station: Lusaka
Reporting to: Finance & Administration Officer

Lions Aid Zambia (LIAZ) is a Non-governmental Organization (NGO) and is a developmental agency for Lions Clubs International District 413 Zambia responsible for design and implementation of long-term, impactful humanitarian service projects. Our mission is to provide equity of access to health, education, and empower women, youth, and persons with disability by working with partners.

Key Responsibilities

- Preparation of payments & general journal vouchers and ensure they are appropriately retained for future reference.
- Timely and accurate data entry of financial transactions in the accounting system
- Support the Finance and Administration officer in the preparation of quarterly financial management reports and donor specific finance reports.
- Ensure timely submission of all statutory returns.
- Manage Local and overseas procurement of equipment, consumables, and motor vehicle /cycles.
- Coordination of renewal of vendor and service provider contracts.
- Maintenance of Fixed Asset register

Candidate Profile

- Degree in Accounting, or professional qualification
- Minimum 2 years working experience in financial reporting in an NGO setting. Working in a similar role will be advantageous but not necessary a disqualification.
- Excellent communication skills (both oral and written) and should be computer literate.
- Member of Zambia Institute of Chartered Accountants (ZICA)

How to Apply

Applicants should submit, an application letter and Curriculum Vitae by email to recruitment@liaz.co.zm addressed to the Executive Director not later than 16th February 2024. Indicate the position that you are applying for, in the subject. Please note that copies of education qualifications are not required at this stage.

LIAZ is an employer that does not tolerate any form of abuse. All potential candidates will be subjected to rigorous background checks and controls.