



## **SOUTHERN AFRICAN DEVELOPMENT COMMUNITY**

### **1. Finance and Administration Officer – RPTC – Job Grade 6**

**Please note that this position is based in Harare, Zimbabwe at the SADC Regional Peacekeeping Training Centre(RPTC)**

**Main purpose of the job:** Under the overall supervision of Deputy Commandant the incumbent will facilitate an efficient and effective financial control, budgeting and treasury; payroll; human resources management and administration at the Centre.

#### **Main duties and responsibilities:**

##### A: Accounting and Financial Management

- Ensure accuracy and completeness of accounting entries in the accounting system and posting of journals.
- Updates general ledger accounts and subsidiary ledgers to supporting schedules
- Prepare monthly and quarterly management accounts for the Secretariat and supporting reconciliations
- Compile statutory annual financial statements for the Secretariat and liaise with auditors/attend to their queries
- Implement appropriate internal controls around financial accounting and reporting
- Extract report of actual spend per activity and prepare variance analysis reports
- Enforce appropriate measures to limit the amount of physical cash handling such as direct bank transfer payment
- Make follow ups for timely imprest retirement

- Review imprest retirement reports for completeness of the documents and approve refund/recovery
- Prepare relevant expenditure control and analysis report for management
- Authorise processing of payment request in the accounting system
- Supervise the work of the Assistant Finance Officer and Accounts Assistant and ensure compliance with policies and procedures and relevant controls and checks and duly performed
- Prepare and submit expenditure control reports and other financial reports as required by management
- Drive the implementation of auditor recommendations for better expenditure control
- Coordinate financial and administrative planning
- Prepare annual budgets and medium term revenue and expenditure framework for the Centre
- Maintain sound records of all financial transactions in line with the SADC Financial Regulations
- Manage payroll, payroll reconciliations, and related accounting matters
- Manage debtors, creditors and relationships with bankers
- To facilitate effective audit process at the Centre on financial transactions, plans and budgets; payroll and procurement and implement audit recommendations.

**B: Human Resources and Administration**

- To facilitate recruitment of staff and provide human resources support in line with applicable Human Resources Policies
- To manage assets and provide administrative support to the Centre in line with Administration Policies
- To supervise and review performance of accounting finance and administration personnel at the Centre and recommended training and development plans to enhance efficient
- To facilitate procurement of goods and services in line with Procurement Policy and Regulations
- To provide technical advisory services on procurement, financial management, human resources and administration
- Perform any other duties as may be assigned

**Position Requirements**

**Qualification**

- A professional accounting qualification and a member of an internationally recognised accounting body (such as CPA, CA, FCCA, CIMA, ICAEW, ICAS, FCPA Expert Comparable or equivalent).

**Experience**

- 7-10 years of relevant experience, preferably with a public organization working on public sector financial management.
- Sound experience in preparing statutory accounts and facilitation of audits (external and internal audits)
- Sound experience in budget management; human resources and administration; and procurement
- Good knowledge, understanding and hands-on application of International Public Sector Accounting Standards (IPSAS) and International Standards on Auditing is a requirement
- Superior written and verbal communication skills

**Competencies**

- Sound computerized accounting skills
- Ability to analyze financial data and to prepare accurate reports in a timely fashion
- Good interpersonal skills
- Experience with governmental/non-profit accounting principles and procedures.
- Ability to develop and establish financial policies and procedures.
- Ability to work independently, with little supervision.
- Ability to effectively direct and supervise.
- Knowledge of operating and capital budget concepts.
- Competence in the use of Sun System Accounting Software