



Job Opportunity Finance & Administrative Assistance

Location:	Livingstone
Languages Required:	English
Duration of Contract:	1 year
Reporting:	Regional manager - Western
Working hours:	Monday to Friday – excluding public holidays

BACKGROUND

Wildlife Crime Prevention is a Zambian based not for profit organisation that works nationally across Zambia, providing support to the Department of National Parks and Wildlife (DNPW)'s Investigation and Intelligence Units. The main goal of WCP is to coordinate closely with key DNPW personnel and NGOs working within National Parks in Zambia to secure areas of elephant strongholds and key transit routes of illegal wildlife trade.

PURPOSE

We are looking for a new Finance & Administrative Assistant to join the WCP team

The primary purpose of this position is to provide administrative and financial support to the Regional Manager - Western and ensure the effective and efficient operations of the office.

SCOPE OF WORK

The position includes but is not limited to, the following responsibilities:

- Preparation of project payments requests
- Capturing of finance transactions in accounts database
- Manage and maintain up to date asset list
- Systematic filing and maintenance of all project finance and administrative related documents
- Reconciliation of Personnel Accounts
- Management of office petty cash transactions and reconciliations

REQUIRED SKILLS/ EXPERIENCE

- Senior Secondary (Grade 12) Certificate
- Minimum Diploma in a Finance and/or Administrative related course
- Minimum one years' experience in an administration and/or finance role. Experience in NGO finance sector will be an added advantage
- Knowledge in accounting software and/or bookkeeping. Experience with Pastel Accounting Package will be an added advantage

- Ability to work independently and as a team
- Strict conviction to meet deadlines
- Attention to detail
- Knowledge in business software i.e. Excel and Microsoft word
- Self-motivated and goal oriented
- Ability to work independently under minimal supervision
- Excellent written and oral communication skills

TERMS AND BENEFITS

A monthly allowance will be offered commensurate with qualifications and all project-related expenses incurred will be reimbursed e.g. communications and transport.

Please do not apply if you are not willing to self-relocate to Livingstone.

Please send by email a CV and covering letter ONLY by 9th October 2020 COB to:
jobs@wildlifecrimeprevention.org

Please title your email: "Finance Administrative Assistant Application" – YOUR NAME"
References are required, and full background checks will be carried out. **Please do NOT send additional paperwork.**

Only successful candidates will be contacted.