

## Terms of Reference: Finance and Administrative Assistant

<b>Location:</b>	Livingstone (Training to be done in Lusaka)
<b>Duration of Contract:</b>	Renewable on an annual basis
<b>Reporting to:</b>	Senior Finance and Grants Manager and Regional manager
<b>Working Hours:</b>	Monday - Friday (excl. public holidays)
<b>Languages Required:</b>	English
<b>Closing Date for Applications:</b>	12 <sup>th</sup> March 2021

### Background

Wildlife Crime Prevention (WCP) is a Zambian based organisation that works nationally across Zambia, providing support to the Department of National Parks and Wildlife (DNPW). The main goal of WCP is to coordinate closely with key DNPW personnel and NGOs working in and around Zambia's National Parks.

### Purpose

The primary purpose of this position is to provide administrative and financial support to the Livingstone Technical Advisor and ensure the effective and efficient operation of the office.

### Scope of Work

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

- Preparation of project payments requests
- Capturing of finance transactions WCP's accounting system - Pastel
- Manage and maintain an UpToDate asset list
- Systematic filing and maintenance of all project finance and administrative related documents
- Reconciliation of WCP Personnel Accounts
- Management of office petty cash transactions and reconciliations

### Required Skills/Experience

- Senior Secondary (Grade 12) Certificate
- Minimum Diploma in a Finance related course
- Minimum one years' experience in a finance and/or administration 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
- Good knowledge of Microsoft office. Particularly Excel and Word
- Excellent written and oral communication skills
- Attention to detail is the key to success in this role
- Ability to work independently as well as part of a team
- Strict conviction to meet deadlines
- Self-motivated and goal oriented

Please send your cover letter and CV (no more than 3 pages) to [jobs@wildlifecrimeprevention.org](mailto:jobs@wildlifecrimeprevention.org) by 12<sup>th</sup> March 2021. Ensure to reference '**Name of Applicant - Finance Administrative Assistant**' in the subject matter. Only successful candidates will be notified.