



Finance Officer Position

Deadline: 8 April 2024 at 1700 hours

Duty Station: Harare

Reporting to: Finance and Administration Manager

Type of Contract: Fixed Term Contract (8 months)

About Us

SAFIRE is a local NGO whose mission is to facilitate the development and application of innovative approaches to improve rural livelihoods, resilience and sustainable natural resources management is seeking a suitably qualified and experienced applicant to fill the position of a Finance Officer.

Position Summary

The Finance Officer is responsible for the production of accurate and timely financial statements and accounts through interpreting, processing and analysing data inputted into the system by junior staff for the production of financial statements and reports for use in the production of overall reports by the Finance Manager.

Main Responsibilities: Preparing monthly progress reports, management reports and financial reports from time to time to aid in decision making; Prepare project income & expenditure reports; Prepare payroll to ensure timely disbursement of salaries and benefits; Checking vouchers, invoices, requisitions, expenditure returns in order to validate their authenticity and accuracy of entries in the ledger; To undertake audit preparations in order to ensure audit preparedness and timely execution; Undertake cash flow management in order to ensure that there is adequate funds for the program requirements; Undertake overall record keeping functions for all financial transactions for audit purposes and effective accountability; Undertake budget control and tracking to ensure that budgets are not overspend; Strictly implement and adhere to policies and procedures specified by the organization for compliance purposes; Provide financial guidance and advice to team leaders and program staff to ensure greater financial prudence and decision making; Prepare salaries and statutory payments; To ensure effective procurement through planning, design and implementation of the requisite systems in line with organizational policies; Ensure policy compliance for all departments and undertake corrective/ remedial actions to address non-compliance; Supervise staff in Accounts Section.

Required education and experience: Degree in Accounting or A Professional qualification ZAAT, CIS/CIMA/ACCA or equivalent; 3 years of relevant experience in the Finance department, within an NGO Environment.

To Apply: Please send your application letter and CV (max 4 pages, all in one PDF format) to email address: infohr2008@gmail.com clearly marked **Finance Officer** in subject line. Only shortlisted candidates will be contacted.