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| **JOB PROFILE** | **JOB REQUIREMENTS** |
| **JOB FRAMEWORK**  Job Title: Accounts Clerk  Job Location: Delegation Lusaka  Area of Activity: Admin  Category: LA (Group III)  Situation: Vacant from 1st August 2022  **JOB CONTENT**  **Overall purpose:**  Support the EU Delegation to Zambia under the supervision and responsibility of the Head of Administration.  **Functions and Duties:**   * Budget and Finance: ensure compliance with the Financial Regulation and other legal and regulatory requirements in the execution of the budget and in particular: * Follow-up the execution of the authorised budget and update the relevant budget follow-up files. * Assist in preparation of budget estimates for the Delegation's annual operating budget. * Assist in preparation and monitoring of the financial aspects of Calls for Proposals and Calls for Tenders. * Prepare third party and contractor files (LEF/BAF registration); participate in the contractors’ database update/management. * Follow up the commitment budget requests in ABD+ proceed to commitment of the granted/allocated budget, proceed to de-commitment in ABAC. * Be involved in the contracts file and contracts consumption resulting from payments. * Execute the financial transactions: prepare and follow up the payments files, using the correct budget line/commitments, supporting documents and ensure their compliance to the regulations in force. * Ensure the payment distribution (bank, contractors) and payments filing. * Act as backup for the ZRA LPO preparations * Cash Management: execute the monthly closure, ABAC registration and Replenishment. * Missions: execute the purchase of tickets, insert the travel invoices in MIPS, execute the mission claims payments, and follow up the mission budget/update of the relevant mission budget files. * Provide assistance for the ex-post control requests. * Ensure correct procedures are carried out as regards local staff salaries, social security, medical expenditure, benefits, etc. and in particular: * e-del HRM salaries monthly data verification * e-del HRM salaries input (generate pay slips) * salaries payment file preparation and follow up * Monitoring of bank accounts (bank transactions), liaison with local bank, monthly follow up and handling of the inter-account transfers. * HB lines: use of the correct HB lines for advances, salary allowances, private and/or other costs; ensure the monthly cleaning of the entries * HR: participate in the management of Delegation staff as regards financial aspects and in particular follow up: * the recruitment/resignation files and provide the necessary input for salary/benefits of local agents * the removal procedures * the rotation management (leave/arrivals) * the take up duty travel management * Act as backup of the second accounts clerk. * Any other administrative and support tasks assigned by the Head of Administration. | **EDUCATION AND TRAINING**  A minimum of a diploma or equivalent in accounting, finance or other relevant discipline.  **EXPERIENCE**  Minimum 3 years similar experience as described in the functions and duties.  **KNOWLEDGE**  **SKILLS**  Experience and skills in accounting.  **Linguistic skills**   * Good command of the English language: ability to understand, read, speak and write at C2 level. * Demonstrated good computer skills including experience with MS Office Suite, especially with Excel and Word.   **Communication skills**   * Capacity to communicate clearly, presenting complex matters in an understandable manner, both orally and in written form. * Strong numerical sense.   **Interpersonal skills**   * Communicative team player with service-orientated attitude. * Service-orientated professional manner and appearance.   **Intellectual skills**  Ability to identify and analyze key points in verbal and numerical information.  **Management skills**   * Capacity to focus on priorities and to deliver duties timely. * High sense of responsibility. * Good organizational skills. * Sensitivity to diverse cultural environment.   **PERSONAL QUALITIES**   * Ability to work under pressure and to respond quickly to new demands * Commitment to assure quality, speed and attention to details in performing duties * Initiative and responsibility * teamwork ability * high flexibility * honesty and discretion |