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| **JOB PROFILE** | **JOB REQUIREMENTS** |
| **JOB FRAMEWORK**Job Title: Accounts ClerkJob Location: Delegation LusakaArea of Activity: AdminCategory: 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
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