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## Finance Coordinator AID-I

### Hiring organization

International Maize and Wheat Improvement Center (CIMMYT)

### Employment Type

Full-time

### Industry

Agriculture

### Job Location

Lusaka, Zambia

### Responsibilities

#### Cash Flow Projection, Monitoring and Budget Execution

- Ensure timely preparation of a cash flow projection for Zambia office with Country Office Coordinator.
- Review and update cash flow statement and with Country Office Coordinator and Program Managers and Program Administrators.

#### Payment Processing, Transaction Recording and Documentation

- Coordinate in country financial activities in constant coordination with CIMMYT and IITA Finance functions.
- Scrutinize and support or initiate payment requests and processing ensuring proper support documentation is attached.
- Ensure proper numbering and filling of financial and accounting records.
- Ensure proper recording of financial transactions in corresponding system.
- Generate monthly a record of all transactions entered during the month and ensure errors are corrected in time.
- Verify monthly consolidation and submission of monthly reports to HQ
- Facilitate independent the work of auditors when undergoing an audit and prepare management response to the auditor recommendations, in compliance with donor rules and regulations; ensure follow up of auditor recommendations and
- Support IITA as necessary with timely submission of all direct and indirect tax requirements and ensure VAT recovery with the respective tax authorities.

#### Payables and Receivables Analysis and Travel Legalizations

- Conduct a monthly review of balances with a view to regularize them.
- Review travel claims/advance and ensure timely submission, and processing of advances and legalizations.
- Analyze, reconcile and follow-up staff personal accounts to ensure compliance with CIMMYT policies.
- Support IITA in preparing statutory returns and ensuring compliance with all statutory requirements.

#### Project Management Support

- Review project Budgetary information for planning and forecasting, monitor budget execution and prepare monthly updates to the country coordinator.
- Follow up and monitor payments to project partners and proper financial reporting from them, assisting as necessary in preparing their returns and reviewing their expenditure supporting documentation.
- Supporting in preparation of and attending project team meetings while providing back up on project financial matters
- Budget tracking and regular verification of reported Country expenses.

#### Bank Reconciliations

- With support from IITA, prepare and submit to HQ monthly bank reconciliations and other internal control requirements as dictated by CIMMYT HQ and/or supervisor.

### **Procurement**

- Support procurement effort in compliance with procurement policy and with guidance from the Country Office Coordinator and procurement function at HQ.

### **Qualifications**

- Bachelor's or master's degree in accounting or related qualification and familiarity with Non-for-profit environment and Funder/Donor regulatory environment and processes.
- At least 3 years' relevant work experience in accounting, financial management for the development sector/ donor funded projects.
- Experience in computerized accounting and knowledge of Quick Books and related accounting packages.
- The candidate should hold a valid membership certificate of any of professional accounting bodies or similar bodies.
- A customer-orientation and focus on process efficiency and efficacy is indispensable.
- High level of confidentiality and integrity
- Excellent knowledge of MS Office especially MS Word and MS Excel
- Good time management and team management skills
- Excellent verbal and written English communication skills.
- Able to integrate into a multi-cultural team and cooperate with co-workers.
- The selected candidate must exhibit the following competencies: Organization, Critical thinking, Teamwork, Client Orientation, Problem Solving decision making, Negotiation and Conflict resolution.

### **Job Benefits**

- Private Health Insurance
- Pension Plan
- Paid Time Off
- Work From Home
- Training & Development

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