

**ICAP at COLUMBIA UNIVERSITY ZAMBIA**

**JOB DESCRIPTION**

**Job Title:** Finance Assistant  
**Reports to:** Finance Officer/Senior Finance Officer  
**Location:** Lusaka  
**Date:** August 2020

**POSITION SUMMARY**

The Finance Assistant will report to the Finance Officer/ SFO and will provide support to the Finance Team in all functions requiring clerical support. He/she will also assist in performing other delegated duties.

**MAJOR ACCOUNTABILITIES**

- Daily Scanning of Payment Vouchers/ Journals, upload to record management system and systematic physical filing.
- Maintain VAT file, track use of VAT LOP, processing VAT documentation and return as required.
- Review all support documents such as invoices, funds requests, workshop attendance lists, retirements to check on the accuracy, cost realism, sufficient documentation and compliance with ICAP financial SOPs.
- Assist in preparation of Payment Vouchers
- Maintaining Cheque Book Register
- Assist in posting financial transactions to Accounting Software
- Assist to ensure Finance reporting diary internally and externally is observed.
- Perform any other relevant duties as may be assigned by Superiors from time to time.

**EDUCATION**

- Accounting Technician qualification /Diploma in Accountancy / Audit

**EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS**

- Accounting Technician qualification /Diploma in Accountancy / Audit
- Proficiency in the use of, Quick Books, Mobile banking platform Microsoft office especially Excel
- Must be familiar with PEPFAR/USAID/CDC or other donors' rules & regulations
- At least 2-years relevant work experience in similar position working for an international NGO or audit firm

**Preferred Qualifications**

- Accounting Technician qualification /Diploma in Accountancy / Audit

**Travel Requirements**

- Requires domestic travel of a minimum of 30-40% of the time