



## JOB ADVERT

ActionAid Zambia (AAZ) is part of the ActionAid Global (AAG) Federation, sharing common values and aims to drive social change towards a just, equitable and sustainable world. AAZ works with the marginalized, excluded women and young people, their organizations, and social movements to address the structural causes of social injustice, gender inequality and poverty.

ActionAid Zambia has a vacancy for an experienced and suitably qualified Zambian to take up the following position:

### 1.0 ADMINISTRATION OFFICER

Duration: 3 Years

Location: Lusaka

#### 1.1. PURPOSE OF THE ROLE

The **Administration Officer** will be responsible for supporting ActionAid Zambia in processing and reconciling a wide variety of documents such as invoices, billings, employee reimbursements, cash receipts, vendor statements, asset registers. Vehicle mileage and journal vouchers; review and code financial information; preparation and making deposits and prepare reports; compile and review information for accuracy; and maintain records.

#### 1.2 SPECIFIC DUTIES

- Assists in setting up front office protocols and the vetting process.
- Collaborates with the finance officer to prepare appropriate documents for project implementation
- Facilitate finance supportive documentation and record keeping and ensure disbursements are made accompanied by correct supporting documents
- Provide relevant support to finance department and the front office
- Assists with monthly review and reconciliations of balance sheet accounts (receivables, payables, advances, bank & cash reconciliations, etc.) and all related expenditures.
- Handle administration duties, stores, inventory and fleet management.

#### 1.3 MINIMUM REQUIREMENTS

- Professional qualification in either ACCA part II or the equivalent
- Licentiate member of the Zambia Institute of Certified Accountants.



- 2-3 years' experience in grants management or in a comparable position with similar responsibilities.
- Knowledge and demonstrated experience with MS Office package software applications with advanced skills using Microsoft Excel.
- Good organizational, verbal and written communication skills.

#### **1.4 ESSENTIAL KNOWLEDGE & SKILL**

- Interacts with all staff at the country office
- Interacts with partners, AA international staff and visitors to the country office

**APPLICATION:** To apply, please send a cover letter and Curriculum Vitae highlighting how you match the criteria in the Job Description to the following email address; [careers.zambia@actionaid.org](mailto:careers.zambia@actionaid.org)

Closing date for receipt of applications is 15<sup>th</sup> August 2025 at 17:00 hours.

ActionAid is an equal opportunity employer. Qualified women are encouraged to apply. Please Note: While we value all applications, we can only respond to short listed and candidate's finalist.