



# ZAMBEZI RIVER AUTHORITY



## JOB DESCRIPTION FORM

NAME	JOB TITLE	DEPARTMENT
	ASSISTANT PROJECT ACCOUNTANT	FINANCE
LOCATION	GRADE	SECTION
LUSAKA		PROJECTS
SUPERVISOR		
2 <sup>ND</sup> Senior Manager - Projects		
1 <sup>st</sup> Level: ACCOUNTANT - PROJECTS		
JOB PURPOSE		
To ensure an efficient system in receiving of payments documentation, processing of payments, posting of transactions, filing of documents and reconciliation of contracts, bank and ledger accounts.		
No	KEY JOB RESPONSIBILITIES	
1	Recalculation of invoices submitted for payments in line with contract terms, time sheets and deliverables certified by engineers. This shall include processing of payment Client Connection.	
2	Assist the accountant in preparation of payment certificates	
3	Reconciliation of contract payments and balances due	
4	Assist in documentation compilation and adequacy before processing of payments.	
5	Maintain proper, adequate and easily accessible filing system for all project financial records.	
6	Timely posting all payment transactions in the STEP accounting system.	
7	Bank reconciliation for project bank account	
8	Attend and participate in all project meetings, particularly where project finances are the subject matter.	
9	Assist in keeping records of all project contracts that are signed, track expenditure and expiry to advise the Accountant.	
10	Liaison with contractors and consultants on status of payments for their invoices and	

Interim Payment Certificates (IPC).	
<b>JOB DIMENSIONS</b>	
FINANCIAL DIMENSION	Funds: Within the scope of the job
MANAGEMENT DIMENSION	Direct Subordinates: 0 Indirect Subordinates:0
INTERNAL/EXTERNAL CONTACT	Internal: All Sections and Employees External: Contractors and Consultants
DECISION MAKING	All tactical decisions within the scope of the job
QUALIFICATIONS/EXPERIENCE	<p><b>Academic /Professional Qualifications:</b></p> <ul style="list-style-type: none"> <li>• At least five (5) Ordinary Level subjects including Mathematics and English.</li> <li>• A Bachelor’s degree in Accounting or Finance</li> <li>• Part qualified in any of the following professional qualifications: ACCA, CIMA, with at least level two qualified.</li> </ul> <p><b>Minimum Experience:</b></p> <ul style="list-style-type: none"> <li>• At least three (3) years’ experience in accounting with one (1) year in project accounting in infrastructure projects.</li> <li>• Experience in accounting for projects funded by development finance institutions such as The World Bank and The Africa Development Bank.</li> <li>• A clean Class 4 driver’s license</li> <li>• Knowledge of Sun System or SAP are added advantages.</li> <li>• Knowledge of Zambian and Zimbabwe tax regulations</li> </ul>
KEY COMPETENCES	<ul style="list-style-type: none"> <li>i) Attention to detail</li> <li>ii) Self-motivated and focused</li> <li>iii) Good computer skills in Microsoft Packages MS Word, Excel, PowerPoint</li> <li>iv) Honesty and high integrity</li> <li>v) Team player</li> <li>vi) Prepared to extension travelling at short notice</li> </ul>
Physical Demands	Mainly Walking, Standing and Climbing ladders
Prepared by	Line Supervisor in liaison
Approved by Head	

	with Human Resource and Administration Section	of Department	
Date		Date	
Incumbent		Date	