	Title of Position	Administration and Finance Assistant	**Position No.**	ReS0004/2024
	Location	Telecommuter - Initially	**Application Closing Date**	15th June,2024
Remuneration: Attractive			**Duration**	12 Months with possible extension

POSITION SUMMARY

The Africa Network of Agricultural Policy Research Institutes (ANAPRI) is a regional grouping of agricultural policy think tanks established in 2012, and officially registered in 2014, in Lusaka Zambia.

ANAPRI's mandate is to generate evidence through high-quality research to support policymaking at national, regional, and continental levels in Africa. ANAPRI's 16 centres/network members are based in 15 countries in east, west, central, and southern Africa. To achieve its objectives, the network also collaborates with several partners and stakeholders across the globe.

ANAPRI seeks to recruit an **Administration and Finance Assistant (AFA),** at its Secretariat, to ensure the smooth operations of administrative and finance matters as well as logistics and other related activities. This position will initially be virtual, with the view to establishing a physical office for the Secretariat soon.

DUTIES AND RESPONSIBILITIES

Under the supervision of the Program Coordinator, the Administrative and Finance Assistant will perform the following duties and undertake the following responsibilities in a professional manner:

- Work closely with ANAPRI's selected Accounting Firm and hold regular meetings with them to ensure updated records. Provide oversight, coordinate, and monitor all active ANAPRI projects.
- Prepare financial records and perform financial procedures (e.g., receipts, payments requests, petty cash).
- Assist the organization and management of both internal and external audits.
- Ensure expenses are authorized and processed in accordance with agreed procedures for ANAPRI Secretariat, the network, and donors.
- Maintain the accounting reporting process, ensuring the accuracy and completeness of ledgers and all supporting documentation and compliance with finance and procurement regulations.
- Maintain accounting records, ensuring that they are complete, accurate, well archived, and safeguarded.
- Maintain updated project budgets, prepare monthly bank reconciliation statements, cash flow, and manage donor invoicing processes.
- Ensure tax compliance with Zambia Revenue Authority.
- Participate in the preparing of contracts to ensure all administrative and financial matters are well presented.

Procurement:

- Ensure compliance with ANAPRI Operations Manual and closely adhere to laid down procurement procedures.
- Propose and lead interactions with potential vendors for ANAPRI activities and events.

Administration:

- Manage official ANAPRI travel engagements and accommodation for staff, network members and stakeholders.
- Maintain accurate filing of records (virtual and hard copies where required).
- Assist in organizing annual ANAPRI Conference and managing Conference finances.
- Writing finance SOPs.
- Any duties that may be assigned.

QUALIFICATIONS

The successful applicant is required to meet the following criteria:

- Bachelor's degree in accountancy and finance, business administration, economics, or other related studies. ZICA certification is an added advantage.
- Experience in setting up new accounting systems.
- Experience in book-keeping and computerized accounting systems.
- Experience in making improvements to financial systems; an aptitude for this work is an advantage.
- Experience in reporting to management and donors in an NGO environment.
- Good understanding of the laws of Zambia related to tax, not for profit associations.
- Experience of working **remotely** and setting-up and managing office systems.
- Excellent IT skills, including Microsoft Office (Outlook, Excel, and PowerPoint).

Eligibility: Zambian Nationals

ESSENTIAL

- At least 4 years' experience in finance, ideally for an international NGO as well as experience in HR, and office administration.

DESIRED

- Good planning and organizational skills and efficient work methods.
- Ability to adapt in a multi-cultural environment.
- Versatile and multi-tasking including ability to perform non-related functions. when required such as managing ZOOM Meetings, webinars, reviewing project concept notes, writing website stories, etc.

LANGUAGES

- Fluency in written and spoken English (essential)
- French and Portuguese skills or any other AU languages is desirable.

COMPETENCIES

- Demonstrates integrity with good values and ethical standards.
- Flexibility and ability to operate in diverse cultural settings and with a variety of stakeholders, culturally and gender sensitive.
- Time management skills, including flexibility, mindfulness, and ability to work under pressure to meet deadlines.

- Computer literacy (in particular, Outlook, Excel, and PowerPoint).
- Ability to quickly adapt to change and to operate in a fast-paced environment.

REMUNERATION

Remuneration will be in line with market standards.

APPLICATION DETAILS

To apply for this position, please send your detailed application to info@renapri.org. Please include the position title and position number in the subject line. Your application should be accompanied with the following:

- CV with three referees
- Cover Letter
- Copies of relevant certificates

To find out more about ANAPRI, visit our website at https://renapri.org/