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## Terms of Reference

**Position:** Finance and Administration Manager

**Location:** Lusaka, Zambia

**Contract Type:** Contract

**Reporting to:** Executive Director

### About PAAGZ

Peoples Action for Accountability and Good Governance in Zambia (PAAGZ) is an independent, non-profit organization dedicated to advancing governance and accountability processes. PAAGZ seeks to strengthen financial and administrative systems to ensure efficiency, compliance, and transparency in managing resources. We are hiring a **Finance and Administration Manager** to lead our financial management function, ensure compliance with donor requirements, and build a strong financial team.

### Role Summary

The Finance and Administration Manager will oversee PAAGZ's financial management, administration, and compliance functions. They will be responsible for ensuring the integrity of financial operations, developing financial systems, providing strategic financial advice, and strengthening the organization's financial capacity. As PAAGZ continues to grow, the incumbent will play a crucial role in structuring and expanding the Finance and Administration Department.

### Key Responsibilities

#### 1. Financial Management & Compliance

- Oversee the recording, reconciliation, and tracking of grants/contracts against projects.
- Manage payments, administer invoices, process expenses, and ensure proper coding to agreed budgets.
- Conduct monthly bank reconciliations and ensure accounts are balanced.
- Ensure compliance with donor requirements, financial policies, and statutory obligations.
- Provide strategic oversight on financial reporting, ensuring accuracy, timeliness, and adherence to best practices.

#### 2. Budgeting & Financial Reporting

- Lead the preparation of organizational and project budgets in collaboration with the Executive Director and program teams.
- Prepare monthly, quarterly, and annual financial reports for management, the Board, and donors.
- Monitor and review budgets, expenditures, and financial performance, flagging risks and areas for improvement.

#### 3. Internal Controls & Risk Management

- Develop and implement strong internal controls to prevent fraud, mismanagement, and financial risks.
- Oversee audit preparation, liaise with auditors, and ensure corrective actions are implemented.
- Provide guidance on risk management strategies to safeguard the organization's financial health.

#### 4. Administration & Human Resource Support

- Maintain accurate financial records, payroll systems, and filing structures for financial documentation.
- Support recruitment and HR processes, including drafting job offers, employment contracts, and managing HR files.
- Ensure proper administration of contracts, leases, and procurement processes.
- Take minutes in key finance-related meetings and provide administrative support as required.

#### 5. Team Building & Capacity Strengthening

- Lead the process of establishing and expanding the Finance and Administration Department.
- Mentor and build the capacity of finance staff to ensure effective financial management.
- Conduct training on financial reporting, internal controls, and compliance for staff.
- Provide strategic financial advice to the Executive Director and Senior Management Team (SMT).

#### Key Qualifications & Skills

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field. A Master's degree or professional certification (ACCA, CIMA, CA Zambia) is an advantage.
- Registered member of ZICA.
- At least 5 years of experience in financial management, accounting, and administration, in an NGO setting.
- Strong knowledge of financial reporting, grant management, and donor compliance requirements.
- Attention to detail.
- Proficiency in QuickBooks or other accounting software.
- Excellent analytical skills with a strong understanding of budgeting, audits, and internal controls.
- Leadership and team-building skills, with experience in managing or mentoring finance staff.
- Strong communication skills and ability to collaborate across different teams.

#### How to Apply:

Interested candidates should submit:

- A **cover letter** explaining their suitability for the role.
- A **CV** with relevant work experience, qualifications and references.

**Deadline for Applications:** 28<sup>th</sup> February, 2025.

Applications should be sent to [application@peoplesactionzambia.org](mailto:application@peoplesactionzambia.org) with the subject line: **“Application – Finance and Administration Manager.”**

PAAGZ is an equal opportunity employer and encourages applications from women and young professionals passionate about governance, transparency and accountability.