



1. ASSISTANT FINANCE OFFICER – SADC RCTC

Main Purpose

Support the Finance Officer in undertaking expenditure control and disbursements for the SADC RCTC Office.

Main Duties

Expenditure Control

- Receive request for payment and undertake proper expenditure checks and controls and reconcile with all relevant supporting documents.
- Ensure payment requests and supporting documents comply with the relevant financial regulations for disbursements.
- Ensure payment request have been duly reviewed and approved by authorised signatories in line with the Delegation Register.
- Check that payment has been captured in the accounting system under the correct accounting code.
- Check for availability of budget and funds prior to processing disbursement.

Payment Processing

- Prepare Payment Vouchers for review and approval by Finance Officer.
- Process payment request in accounting system and seek relevant authorisation prior to disbursements.
- Prepare bank transfers/ cash letters, seek authorisation and despatch to beneficiaries/suppliers.
- Perform controls required to minimise risks of incorrect payment.
- Properly file and safeguard all payment vouchers and supporting documents.

Financial Management Support at RCTC Events/Meetings

- Prepare budget estimates for expenditure to be incurred on specific events/meetings/activities and submit to Finance Officer.
- Timely liaise with and submit all relevant information for the event/meeting to the cash in transit firm to ensure that arrangements are in place to ensure disburse cash at the venue prior to the meeting.
- Keep accurate records and reconciliations of all disbursements effected with supporting documents duly gathered.
- Prepare imprest retirement reports with supporting documents and submit to Finance Officer and comply with policy regarding maximum allowable days to retire an imprest.

Position requirements

Education

At least a Degree in a finance related field from a recognised institution.

Professional Certification

Professional accountancy certification such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent.

Specialized knowledge

- Knowledge of IAS, IFRS and IPSAS.
- Proficient in the use of computers and computer software relevant to the position.

Desirable knowledge

- Proficient in reading and writing French.

Experience

- Minimum of 5-7 years' working experience in a similar position.

Skills and Competency Requirements

- Communication skills
- Interpersonal skills
- Networking and relationship building skills
- Organisational skills (planning, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Compliance with rules, regulations, processes, and procedures
- Conceptual and practical thinking
- Customer focused
- Demonstrate ability to work independently and without too much close supervision
- Flexible and adaptable to change
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Professionalism and adherence to good work ethics (integrity, dependability, punctuality, etc.)
- Willingness to learn and improve on a continual basis
- Resilience and personal drive, self-motivation
- Results and performance driven

Team play

2. SECRETARY

Primary Purpose of the Job

- Provide secretarial services to directorate or unit to which the incumbent is attached

Duties and Responsibilities

- Receive telephone calls and correspondences
- Attend to queries or refer issues beyond own scope to relevant officers
- Attend to visitors/clients and make them feel comfortable
- Maintain Head's appointment diary and remind him/her of appointments
- Advise staff of any meetings
- Issue reminders of meetings and confirm attendance of people prior to the meeting
- Compile and prepare all documents needed for meetings
- Ensure that relevant documents are circulated to all attendees prior to meetings
- Make logistic arrangements for meetings (venue, refreshments, etc.)
- Take minutes of meetings as and when required, produce and distribute minutes of meetings after vetting by the responsible officer
- Arrange lunches and other social events on behalf of the Secretariat
- Arrange travel and accommodation for Staff / Head as necessary
- Type documents (internal memos, correspondences, reports, shorthand notes...), take dictations and submit typed work to Head for checking and signature
- Process, maintain and keep record of correspondences (hardcopy and electronic) and confidential files, and retrieve documents as required
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Perform any other duties as may be assigned by the supervising officer

Qualifications and Experience

Education

- A Minimum BGCSE and a National Diploma in Secretarial Studies from a recognised institution (check against Sen Secretary requirements)

Professional Certification

- None required

Specialised knowledge

- Knowledge with administration processes, policies and procedures
- Proficient in the use of computers relevant to the position

Experience

- 3-4 years work experience as a secretary (to line management) for Secretary

Skills Requirements

- Communication skills
- Customer care and service skills
- Fast typing skills

- Interpersonal skills
- Organising and office management skills
- Record-keeping skills
- Telephone etiquette

Competency Requirements

- Attention to details
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Compliance with rules, regulations, processes and procedures
- Conceptual and practical thinking
- Customer focused
- Demonstrate ability to work independently and without too much close supervision
- Flexible and adaptable to change
- Maintain confidentiality and respectful of sensitive situations
- Professionalism and adherence to good work ethics (integrity, dependability, punctuality, etc.)
- Willingness to learn and improve on a continual basis
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player