



African Forum and Network on Debt and Development

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ACCOUNTANT JOB SPECIFICATIONS

Position: Accountant
Responsible to: Executive Director
Position Classification: Subject to qualification and experience
Effective Date: 15 February, 2009

Summary

Under the general guidance and direction of the Executive Director, the Accountant is responsible for providing efficient and effective bookkeeping/accounting services to AFRODAD. In discharging her/his duties, the Accountant will be guided by the latest version of the AFRODAD Accounting and Financial Reporting Requirements and will work with the standard accounting computer software Pastel 2007, Belina HR and CATS banking system. Duties will include: annual budget planning and preparation, preparation of various financial statements (e.g. cash and bank, and FE reconciliation, fixed assets) and the balance sheet, maintaining the current accounts properly including all accounting files and following audit requirements, processing of payments, statements of services rendered and expenses, preparing final financial status reports (quarterly, annually), processing of travel claims requests for advance payments, managing of the petty cash and preparation of salary payments.

The Accountant will provide support to accounting and financial services for post-administered local costs (through Financial Encumbrance - FE) for the AFRODAD decentralized system. This will include disbursements, budget forecasting, processing requests for payments against FEs, keeping track of disbursements and regular reporting, processing of travel claims.

The Accountant shall maintain regular communications with AFRODAD decentralized officers.

The Accountant shall also advise the Executive Director and the Administrator on financial matters.

Without limiting the generality of the responsibilities and duties outlined below, the Accountant will perform the following:

AFRODAD Financial Accounting Services

1. Assist the Executive Director in planning and preparation of annual, semi-annual and quarterly AFRODAD budgets for approval by the Board
2. Operate and maintain an up-to-date computerised accounting system using the Pastel 2007 software and other suitable software for maintaining an efficient and effective financial management system.

3. Allocating and monitoring of financial expenditures against approved budget and ensuring that limits are not exceeded and advising Executive Director and the Administrator regularly on the status of AFRODAD budget performance.
4. Preparing various monthly financial reports including balance sheet, income and expenditure statement, bank reconciliation, accounts receivables, travel advances, fuel reconciliation and other control accounts.
5. Preparing various financial reports required under AFRODAD Accounting and Financial Reporting guidelines. These include quarterly and annual Statement of Project Financial Status Report, Statement of Services Rendered, Expenses Report, Balance Sheet, Equity and Fixed Assets Statement.
6. Review monthly financial statements with the Executive Director and the Administrator to verify accuracy and correctness of accounts. Be able to clearly explain discrepancies between budget, actual expenditures and any other points of clarifications.
7. Ensure that the accounting system is maintained according to generally accepted accounting principles from Zimbabwe Institute of Chartered Accountants (ZICA).
8. Maintain the use of double-entry and accrual accounting methods in AFRODAD accounting and financial management system.
9. Maintain up-to-date electronic and physical accounting and financial records for annual audit purposes.
10. Reconcile the Pastel 2007 Cash Book with monthly bank statements to ensure accuracy in the AFRODAD accounting system.
11. Allocate expenses according to AFRODAD annual work plan activities.
12. Maintain proper original documentation and supporting records of all expenses made by AFRODAD during the reporting period to ensure adequate audit trailing. Ensure that all expenditure is authorised by the Executive Director.
13. Ensure that financial statements identify all sources of revenue, expenditure and any resultant surpluses.
14. Ensure that capital assets are properly expensed and adequately reflected in the Income and Expenditure Statement with additional supporting notes if necessary.
15. Ensure that balance sheet includes financial figures for both the previous and the current year.
16. Ensure that the breakdown of AFRODAD expenditures and revenues are adequately presented in the local working currencies, the US dollar and if necessary, the donor currency.
17. Analyse and verify all invoices and bills received for payment including supporting documentation where necessary in order to ensure that invoices describe clearly services rendered/completed and that the amount stated in the invoice is in accordance with the original contract agreement or purchase order.
18. Prepare all AFRODAD cost-recovery invoices on a monthly basis for chargeable services provided to AFRODAD clients as per the AFRODAD price list. (Note: this is in

anticipation of Consultant space and facilities to be provided by AFRODAD as an income generating activity).