



Transforming natural resource management
Empowering communities
Transformer la gestion des ressources naturelles
Renforcer le pouvoir d'agir des communautés

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| Position: | Finance and Administration Officer |
| Location: | Harare, Zimbabwe (Right to work in country only) |
| Deadline for applications: | October 11 th , 2024 |
| Starting date: | November 2024 |
| Duration: | 12 months (3 months probation); with possibility of renewal based on availability funding and performance |
| Language Requirements: | MUST be fluent in English |

About IMPACT

IMPACT transforms how natural resources are managed in areas where security and human rights are at risk. We investigate and develop approaches for natural resources to improve security, development, and equality. We are an independent non-profit, collaborating with local partners for lasting change.

IMPACT is headquartered in Ottawa, Canada and has offices in the Democratic Republic of Congo, Uganda, and Côte d'Ivoire as well as representation in Burkina Faso and Mali.

About planetGOLD Zimbabwe

The planetGOLD Zimbabwe project is supported by the Global Environment Facility (GEF) and led by the UN Environment Programme (UNEP). In Zimbabwe, the project is executed by IMPACT, in partnership with Zimbabwe's Ministry of Environment, Climate and Wildlife (MECW) and the country's Ministry of Mines and Mineral Development (MMMD).

The project will work together with local communities to reduce the use of mercury in artisanal and small-scale gold mining—the world's largest source of anthropogenic emissions of mercury pollution— while improving the health and lives of local mining communities. The Zimbabwean project is part of a global program similarly implemented in 23 countries. Learn more about planetGOLD at planetGOLD.org.

Finance and Administration Officer

The Finance and Administration Officer provides key support to the Project Manager, particularly with respect to ensuring key financial processes and procedures are followed and that adequate financial oversight is carried out throughout the life of the project. The key responsibilities of the Finance and Administration Officer are outlined below. The Finance and Administration Officer may, at times, be requested to carry out additional tasks.

Finance and Accounting

- Input financial information into IMPACT's accounting system, Sage Intacct
- Assure quality control of transactions and financial processes
- Oversee expenditures and prepare cash requests for project activities



- Responsible for managing accounts receivable and payables
- Assure monthly closure processes
- Assure proper document storage using IMPACT's file management system
- Support other IMPACT finance colleagues during audit periods
- Review partner expenditure reports

Project Implementation

- Support the development of activity budgets, in close collaboration with the Project Manager
- Request quotes from various vendors, in line with IMPACT's procurement policy
- Make payments to vendors
- Support the maintenance of activity-level financial documents, such as storage of per diem distribution lists, participant lists, etc.

Administration and logistics

- Support the organization of workshops
- Carry out day-to-day administrative tasks required by the organization
- Ensure proper logging and management of project assets (e.g. IT equipment, distribution of mining equipment, etc.) in line with donor requirements'
- Carry out research on relevant national level requirements for NGOs operating in Zimbabwe
- Ensure IMPACT operates in compliance with all relevant laws and policies that apply

Candidates are asked to clearly demonstrate in their applications how they meet the requirements of the position.

Qualifications

The successful candidate **MUST** have the following experience and skills:

- Minimum 5 years of experience working in a relevant position (finance, accounting, administration, etc.);
- Educational degree and training in accounting, finance or equivalent;
- Experience working for an NGO or international development actor;
- Fluency in English.

Key Competencies:

- Excellent understanding of financial norms and principles
- Great attention to detail
- Excellent organizational, planning and time management skills: demonstrated ability to prioritize while managing a complex workload
- Strong communication skills
- Strong integrity and commitment to ethical conduct
- Team player: ability to work with colleagues at all levels (senior and junior) and in cross-cultural environments
- Ability to adapt to and work effectively on complex issues in a fast-paced environment
- Ability to problem solve and demonstrative of good judgement



- Understanding of donor requirements in the international development sector is considered an asset (e.g. UNEP, USAID, European Union, Global Affairs Canada etc.).

To apply

Send the following information by email to jobs@impacttransform.org

- A **cover letter** explaining your interest in the position (maximum 2 pages)
- Your **curriculum vitae** (maximum 3 pages)
- Preferred **salary** expectations

In the subject of the email please state: the position you are applying for and your name.

Only shortlisted candidates will be contacted. No emails, WhatsApp messaging, phone calls or walk-ins please.

Failure to comply with the elements requested above will automatically lead to the rejection of the application.

IMPACT operates a ZERO tolerance policy on sexual exploitation, abuse and harassment.

