**Assistant Accountant – Temporary**

Key Responsibilities:

Financial and Grant Management

1. Verify the accounting records of the SMEs (partners) to ensure accurate financial reporting and compliance with donor requirements
2. Prepare a schedule to be used for posting all SMEs entries on PS Financials (PSF)
3. Filing hard copies of SMEs documents that have been approved
4. Scanning of documents that have been approved
5. Work closely with the Project/ Grant Accountant on issing documentations and follow up with companies
6. Ensure all partners expenditure support documents are filed clearly and consistently against project Salesforce records in Box

Reporting and Compliance

Assist in the preparation and maintenance of partner reporting formats  
Review grantees consolidated reports on quarterly basis and feedback on any improvements required

Project Accounting

Support for routine financial accounting functions including processing and recording all transactions in line with Self Help Africa policies, EU accounting standards, and compliance to Zambia legislation, ensuring timeliness, efficiency, and completeness; Includes checking the accuracy and validity of documents such as Requisitions, LPOs, CBAs, delivery notes, invoices, contracts, payment vouchers and receipts  
Participate in the various procurement processes

Any other duty that may be assigned from time to time