

# GAME RANGERS INTERNATIONAL

Accounts Assistant

## Job Description

The Accounts Assistant shall report to the Finance Manager and shall be responsible for carrying out general accounting tasks. S/he will be responsible for maintaining critical financial documents such as payment vouchers and receipts.

The essential functions shall include (but not limited to):

- Preparing Payment Vouchers (PPRs)
  - Download and print PPRs from the Trello platform prepared by each program
  - Review PPRs for completeness and correctness, ensuring that adequate support documentation is attached such as quotations, invoices, receipts etc, and that correct accounting codes have been applied
  - Sequentially assign numbers to PPRs
  - Update the Banking and Payment Register, ensuring that the cash balance is kept up to date
  - Conduct proper filing of PPRs and attach proof of payments. Ensure that box files are labelled appropriately
- Conduct banking activities
  - Make deposits at GRI bank accounts
  - Conduct the exchange of foreign currency and deposit funds into GRI bank account
  - Ensure proper filing of deposit slips including foreign exchange receipts
- Conduct monthly stock take at the Wildlife Discovery Centre
  - Update stock cards daily and maintain stock card files
  - Conduct monthly stock take and provide monthly reports
  - Conduct proper filing of copies of invoices, receipts, and delivery notes for Gift Shop supplies
- Maintain In-Kind donations register
  - Maintain up-to-date In-Kind donations register
  - Regularly check in with program directors and obtain information related to in-kind donations
  - Liaise with the procurement officer to obtain values for in-kind donations where values were not provided by the donor
  - Ensure the in-kind donations are readily available when requested by auditors
- Support the UK office

- Conduct accounting duties for the UK office, same as the ones highlighted above as and when required

### **Qualifications and Experience**

- Registered and active member of the Zambia Institute of Chartered Accountants (ZICA)
- Certificate or Diploma in Accounts (CA Zambia, ACCA, CIMA or equivalent)
- Proficiency in accounting software such as Pastel or Sage and MS Office Suite (particularly Excel, word and PowerPoint)
- Minimum 3-5 years experience in a similar position

### **How to Apply:**

To apply please send your resume/CV to the Game Ranger International Finance Department at [euphemia@gamerangersinternational.org](mailto:euphemia@gamerangersinternational.org) or via our website at [www.gamerangersinternational.org/vacancies](http://www.gamerangersinternational.org/vacancies) no later than Friday 12th July 2024.

**NB:** At this stage, you are only required to submit your resume, without your academic qualifications.