

Vacancy announcement

Finance Officer, Non- Profit International Organisation

Station: Harare

Contract period: 12 months (Renewable)

Deadline for Application: Close of Business 19 April 2019

The Programme

Two Scandinavian media development organisations, International Media Support (IMS) and Fojo Media Institute (Fojo), are jointly implementing a three-year media development programme whose aim is to contribute to a society in which Informed citizens freely participate, interact and contribute to democratic governance and development in Zimbabwe.

The programme, which is funded by the government of Sweden seeks to cultivate credible mainstream and alternative media that enables and informs actions of marginalised communities in rural and urban areas, promoting transparency, accountability, and inclusion in close collaboration with civil society.

The programme will work in close cooperation with Zimbabwe partners, building on and strengthening their knowledge and expertise.

The Role

The Finance Officer will be responsible for ensuring the programme's office and local partners' financial management systems follow programme financial procedures; fiduciary risk is minimised and that value for money is attained as much as possible.

The Finance Officer will collaborate closely with the local and international management, as well as relevant HQ staff (notably Officer Programme Manager, Financial Controller). As an integral part of this effort, the Finance Officer will collaborate in building the capacity of local partner organizations.

Scope of work and main tasks

The Finance Officer's main tasks will include:

- Establish and maintain financial accounts, including bookkeeping, for the local office and one small local partner office.
- Elaborate monthly financial statements incl. bank and petty cash reconciliation for submission to HQ.
- Elaborate budgets and cash flow forecasts for the local office and local partners in collaboration with the Programme Manager and, and prepare disbursement requests.
- Ensure timely payment of suppliers and service providers subject to appropriate documentation.
- Ensure compliance with relevant procurement instructions and ensure documentation of relevant procurement processes.

- Maintain office filing system so as to ensure availability and filing of documentation for compliance with relevant financial procedures and standards.
- Provide training and other support to local partners in Zimbabwe related to budgeting, accounting/bookkeeping, and general administration, as well as procurement and financial reporting adhering to the organisation and its back donor standards and formats.
- Scrutinize and quality assure financial reports and supporting documentation submitted by local partners in Zimbabwe, and make recommendations to HQ on compliance and quality of financial reporting.
- Contribute to various daily task related to daily office operations and any other duties that are deemed relevant by the Programme Manager, including attending required events and activities, and supporting the Management when required in the local context.

Qualifications & Experience

Only Candidates with the following requirements are eligible to apply

1. A Bachelor of accounts degree or equivalent accounting qualification
2. At least three years working in a similar capacity
3. Traceable experience working in an international and non-profit organisation

How to apply

Submit an Application letter and CV with three contactable references to recruitmentfojo@lnu.se with subject line, 'Finance Officer Post'.

IMS-FOJO is an equal opportunities employer. Female candidates are encouraged to apply.

About the organisations

Fojo Media Institute is part of the public Swedish Linnaeus university. Since 1972, Fojo Media institute has worked to strengthen the capacity of Swedish journalists. Since 1991, Fojo has also engaged in international media support in Africa, Eastern and Central Europe, Asia, Latin America as well as the MENA region.

For more than 45 years of continuous operation, we have strengthened our partner organisations' institutional capacity and trained more than 50 000 journalists from more than 100 countries.

Jointly with our partners and individual journalists we have engaged in a wide range of issues related to journalism and democracy, such as media convergence, business management, investigative reporting, fact checking, access to information and managing threats and hate speech. Fojo has extensive experience in Africa and has been engaged in the region since 1991, when the organisation launched an International Training Programme on journalism and democracy with participants from many Sub-Saharan countries, among them Zimbabwe.

International Media Support (IMS) is a non-profit organisation working with media in countries affected by armed conflict, human insecurity and political transition. Across four continents including Africa, Asia, Eastern Europe, the. Caucasus & Central Asia, Middle East & North Africa, IMS as one of the leading media development organisations helps to strengthen professional practices and ensure that media and media workers can operate under challenging circumstances.

IMS works to enable media to reduce conflict, strengthen democracy and bring about dialogue in close partnership with local media and media support organisations nationally as well as internationally.

IMS has been working with media development in Sub-Saharan Africa since its establishment in 2001, and currently runs several programmes within its Strategy for Sub-Saharan Africa 2018-2020, which works along the following service-lines:

- Sustainable production of ethical and professional public interest journalism
- Reform of media policies, laws and regulations
- Safety and protection of media workers
- Inclusive workplaces (including gender concerns)
- In Zimbabwe, IMS has been active in Zimbabwe since 2005, and with larger comprehensive programmes since 2007 on a range of issues related to media freedom, self-regulation and content development.