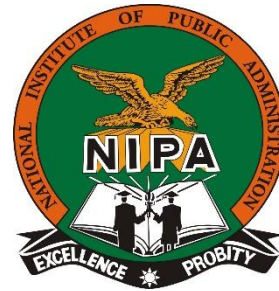


OFFICE OF THE PRESIDENT



National
Institute of Public
Administration



ADVERTISEMENT

JOB OPPORTUNITIES

THE ORGANISATION

The National Institute of Public Administration [NIPA] is a statutory body established under the Act of Parliament No. 15 of 1998. NIPA now seeks the services of highly motivated individuals to join our team of skilled professionals.

Applications are now invited for the position below;

1. ACCOUNTS AND FINANCE DEPARTMENT

POSITION I : SENIOR FINANCIAL ACCOUNTANT (1)

Location: Main Campus - Lusaka

Purpose of the Job

To maintain and provide accurate reliable and relevant financial information to management, ensure accountability and transparency in the utilization of financial resources and ensure that all transactions appearing in the bank statement and cashbook have been authorized by the Institute.

Reports to: Bursar

Statements of Main Accountabilities:

- Supervises recording and processing of NIPA's financial transactions, books of accounts in accordance with established concepts, principles, accounting standards and legal requirements, so as to present an accurate view of those transactions.

- Monitors posting of receipts and payments to ensure correct and accurate postings in the cashbook for proper cash management.
- Prepares external audit reports and recommendations from management letters.
- Implements all internal audit recommendations for effective operation of the Institution.
- Prepares weekly, fortnightly and monthly cash flow statements to reflect liquidity position of the Institute.
- Ensures that all bank balances of all bank accounts are collected on daily basis and avail balances to management.
- Ensures that all expenditure is within approved budget and that funds are readily available to meet the commitment. Management should be within approved budget limitation.
- Supervises monthly reconciliation of payables and circularization for confirmations.
- Ensures that statutory payments are made on due date and correct returns are made.
- Provides external auditors with all their requirements during the course of their audit of financial records to facilitate timely completion of audit.
- Ensures that all accounting activities comply with accounting standards and all applicable legal provisions.
- Ensures high level of performance and achievement of set targets.
- Ensures that all payment vouchers have relevant supporting documents and are duly authorized.
- Supervises processing of all student requests – Debit notes and credit notes to ensure correct and approved entries are posted and thereby avoid distortion of student balances.
- Reconciles all nominal ledger accounts and supplier statements on monthly basis to facilitate reporting of accurate payables and receivables figures in the monthly management accounts.
- Co-ordinates the processing and remitting of student registration, subscriptions, exemption and examination fees to both foreign and local professional bodies within stipulated time frames, to avoid student deregistration and non-entry to exams.
- Manages sectional costs related to material consumption and discretionary approvals such as overtime and allowances so as to contribute to the cost effectiveness of the NIPA.
- Supervises and Manages payroll processing and management.
- Performs other accounting related tasks as may be assigned by the supervisor from time

Knowledge and Skill Requirements:

- Grade 12 University entrant.
- ACCA, CIMA or ZICA Professional.
- Membership of ZICA.
- Knowledge of public financial regulations and regulatory environment of public bodies.
- Minimum five (5) years relevant post qualifying at a senior management level in a reputable organization.

- Advanced proficiency in MS Office tools, mainly Microsoft Excel.
- Computer literacy i.e., Excel, Word & PowerPoint.
- Excellent oral and written communications skills.
- Analytical, numerical and computation skills.
- Decision and problem solving skills

POSITION II: SENIOR MANAGEMENT ACCOUNTANT (1)

Location: Main Campus - Lusaka

Purpose of the Job

To provide revenue, cost and other relevant data to all Divisions and Revenue Centres (including Commercial Facilities-Conference Centre, Tuck shop, Guest house, NIPA Club, Canteen). To support areas in achieving their strategic objectives. To work alongside the Divisions and other Business Units in the development of short and long term financial plans, performance monitoring and financial appraisal. To provide appropriate, accurate and timely management information.

Reports to: Bursar

Statements of Main Accountabilities:

- Supervises recording and processing of NIPA's financial transactions, books of accounts in accordance with established concepts, principles, accounting standards and legal requirements, so as to present an accurate view of those transactions.
- Reconciliation of posting of receipts and payments to ensure correct and accurate postings in the General Ledger.
- Implements all internal audit recommendations for effective operation of the Institution.
- Ensures that all General Ledger Accounts are reconciled at the end of month as part of the month-end processes.
- Ensures that all accounting activities comply with accounting standards and all applicable legal provisions.
- Ensures high level of performance and achievement of set targets.
- Assist in working with Divisional Directors and BU Managers to identify and challenge activities where the Divisions are not operating in-line with the strategic objectives or where they are not demonstrating appropriate awareness of the operating environment.
- Preparing monthly management accounts for the Institute on a timely manner. Monitor income and expenditure against budget, identify variances and investigate causes. Provide advice to Directors regarding likely impact on delivery of budget and provide explanation of remedial action if necessary.

- Assist in supporting Directors and other senior staff by providing timely, accurate and reliable financial information to assist in the making of key decisions.
- Assist in providing budget holders with timely, accurate and reliable financial information.
- Works with the Senior Financial Accountant, Head of Conference Centre and key staff to understand and document activities and cost drivers for budgetary control purposes. Provide financial information to support the full costing of activities and assist in embedding this across the Institute, ensuring accurate information is available for key decision-making purposes.
- Provide information to the Senior Financial Accountant and other Finance colleagues for year-end purposes.
- Assist in supporting the Divisional Directors and key finance staff in the preparation of annual budgets and annual year plans and work with them to understand their key requirements and challenges.
- Assist in managing the monthly re-forecasting process for Divisions. Proactively identify issues arising from actual results to forecasts and address these with the appropriate budget holders. Escalate to wider Finance as necessary.
- Provide continual support to budget holders and finance officers in all aspects of financial awareness, procedures, regulations and compliance. Provide on-the-job training and coaching as appropriate.
- Supervises and manages debtor's collection processing and management.
- Performs other accounting related tasks as may be assigned by the supervisor from time

Knowledge and Skill Requirements:

- Grade 12 University entrant.
- ACCA, CIMA or ZICA Professional.
- Membership of ZICA.
- Knowledge of public financial regulations and regulatory environment of public bodies.
- Minimum five (5) years relevant post qualifying at a senior management level in a reputable organization.
- Advanced proficiency in MS Office tools, mainly Microsoft Excel.
- Computer literacy i.e., Excel, Word & PowerPoint.
- Excellent oral and written communications.
- Highly analytical skills.
- Numerical and Computation skills.
- Decision and problem solving skills.

POSITION III: ACCOUNTANT – PAROLL AND PAYMENTS (1)

Location: Main Campus

Purpose of the Job

To process staff payroll monthly and operational payments in order to ensure smooth operations at the institute.

Reports to: Senior Financial Accountant

Statements of Main Accountabilities

- Checks and approves all payment vouchers prepared
- Ensures that all statutory returns that is ZRA and NAPSA are timely prepared
- Checks the staff payroll and captures all inputs in the staff payroll
- Ensures that all monies with the cashier are properly banked/deposited
- Analyses daily reports and monthly reports for the cashier
- Supervises the cashier's office
- Processes staff payroll and monthly operational costs
- Computes terminal benefits/ Gratuities for staff
- Liaises with various banks on operational payments and staff salaries
- Confirms bank payments
- Processes Microfinance loans for Fund members
- Payment of Statutory and Early retirement benefits according funding received or allocated.
- Reconciles monthly payroll before payment
- Ensures that all account heads are properly coded
- Assists the Superior in updating the fixed asset register
- Approves journal vouchers

Knowledge and Skill Requirements:

- Grade Twelve (12) School Certificate with at least five (05) credits or better including Mathematics and English.
- ACCA, CIMA or ZICA finalist or equivalent.
- Four (04) years relevant work experience.
- Computer literacy i.e., Microsoft Excel & Word.
- Excellent oral and written communication skills
- Numerical and computation skills
- Decision making and problem solving skills
- ZICA Membership

2. MANAGEMENT STUDIES DIVISION

POSITION IV: LECTURER - GENDER STUDIES (1)

Job Purpose:

To plan, design, deliver, coordinate and evaluate Gender programmes in order to impart relevant knowledge and skills required by the clients for their improved performance and relevance in the industry.

Reports to: HOD – Management and Development Studies

Knowledge and Skill Requirements:

- 5 ‘O’ Levels or higher acceptable at a University awarding a BA/BSs Degree qualification.
- Bachelor of Gender Studies or related field with Merit preferred.
- Master of Sc. Degree.
- 5 years relevant post graduate experience.
- Evidence of publications.
- Oral communication skills.
- Written communication skills.
- Analytical skills.
- Numerical/Computation skills.
- Problem solving skills.
- Decision making skills.
- Physical skills.

METHOD OF APPLICATION

Applicants should submit their applications, Certified copies of the qualifications and detailed Curriculum Vitae with three (3) traceable referees contact details. All applications and accompanying documents should be enclosed in the envelope with the position clearly labelled on one side of the envelop and sent in hard copy to the address below. Applications should reach NIPA not later than **Friday, 21st July, 2023**.

The Registrar
National Institute of Public Administration
P O Box 31990, Plot No. 4810 Dushanbe Road
Lusaka.

Only successful candidates will be contacted.