**Finance Assistant x2: Zimbabwe Technical Assistance, Training and Education Center for Health (Zim-TTECH).**

**Deadline: 16 September 2022.**

**About the organization:**

Zim-TTECH is seeking highly qualified and experienced applicants to fill the position of Finance Assistant for the Impilo EHR/CBS program. Zim-TTECH's activities occur primarily in the technical areas of health system strengthening; epidemiology and strategic information strengthening, health workforce development; operations research and evaluation; prevention, care, and treatment of infectious diseases. Zim-TTECH is funded by PEPFAR through the Center for Disease Control (CDC) to implement Strengthening Epidemiology and Strategic Information in the 44 districts of the Republic of Zimbabwe. Zim-TTECH also implements HIV & TB treatment and care services in five Zimbabwean provinces in support of the Ministry of Health and Child Care (MoHCC) under the Zim-PAAC (Zimbabwe Partnership to Accelerate AIDS Control) Program. Additionally, the ZimPAAC DREAMS consortium comprising of three local partners implements DREAMS activities in four districts in Matabeleland North Province (Bubi, Nkayi, Tsholotsho and Lupane). The contract of employment for this position is renewable yearly subject to availability of funding and satisfactory performance of the candidate.

**Position Summary**

The position is meant to ensure the safe custody of cash for the program and efficient distribution of same. The successful candidate will report to the Finance Officer.

**Responsibilities**

Capturing transactions into Acumatica system; Maintenance of cash on hand and petty cash; Disbursing cash for various programatic and administration purposes; Preparation of daily cash usage reports and projected cash payments reports; Assisting in preparation of monthly actual expenditure reports (invoice to the funder) and reports of projected expenditure (monthly projections document); Doing daily cash withdrawals from the bank; Assisting in preparation of bank and other reconciliations; Filing reports and any other relevant documents; Performing any other duties as assigned by the supervisor.

**Qualifications, Skills and Experience**

Degree in Accounting; At least two years post qualification experience in accounting; Knowledge and experience of Acumatica Accounting Software will be an added advantage.

**Commitment to Diversity**

Zim-TTECH recognizes that disparities in health around the globe stem from inequity. Therefore, the organization encourages and supports the multiple identities of staff including, but not limited to, socio-economic status, age, race, ethnicity, language, nationality, sex, gender identity and expression, culture, spiritual practice, geography, mental and physical disability. Zim-TTECH strives to become a local, national, and international leader in developing and maintaining increased representation and recognition of each of these dimensions of diversity among its staff.

Interested candidates should submit their application letter, detailed Curriculum Vitae, and certified copies of certificates to The Human Resources Manager to: finassist@zimttech.org

***Only internal candidates will be considered.***

For more information, visit the ZIM-TTECH website: <https://www.zimttech.org>