



NATIONAL FOOD AND NUTRITION COMMISSION

The National Food and Nutrition Commission is a Statutory Body established under an act of parliament Cap 308 Chapter 41 of 1967. The mandate of providing promotional, advisory, and regulatory support to the government on food and nutrition matters.

The Institution now invites applications from suitably qualified candidates to fill up the ACCOUNTS ASSISTANT position at the National level;

1.0 ACCOUNTS ASSISTANT

1.1 JOB PURPOSE

To Support Head-Accounts in managing financial affairs of the National Food and Nutrition Commission by preparing reports and disbursing funds in order to enhance accountability and a sound financial system

1.2 KEY RESULT AREAS

	KEY RESULT AREA	PRINCIPAL ACCOUNTABILITY/MAIN DUTIES
1.2.1	BANK	Carryout all bank duties
1.2.2	PAYMENT	Prepare payment voucher and issue out cheques
1.2.3	REPORTS	Prepare internal and external reports
1.2.4	CASHBOOKS & RECONCILIATIONS	Prepare cashbooks and reconciliations
1.2.5	LEDGERS	Maintain imprest, advances and loans record
1.2.6	OTHER	Carry out any other work-related duties assigned by supervisor

1.3 EDUCATION AND PROFESSIONAL QUALIFICATIONS

- ✓ Full Grade 12 Certificate or equivalent
- ✓ Minimum of Diploma in Accounts/ZICA Technician
- ✓ Minimum two (2) years of relevant work experience in a reputable organisation
- ✓ Paid-up member of ZICA
- ✓ Conversant with any accounting computer package

1.4 KNOWLEDGE AND SKILLS

- ✓ Able to write analytical and technical reports
- ✓ Able to communicate effectively in English
- ✓ Able to work with people of different culture

Address your application letter to:

**THE ADMINISTRATION MANAGER
NATIONAL FOOD AND NUTRITION COMMISSION
PLOT 5112, LUMUMBA ROAD
P.O BOX 32669
LUSAKA**

Please send your **application letter and CV** (with traceable three references including their email addresses and contact numbers) **only** to: nfnchr@gmail.com

NOTE : *Do not send any attachments other than the application letter and the CV.
: Ensure that you submit your letter and CV as one PDF/Word document, and serve your document using your name*

The closing date for receiving applications is Friday 16th April 2021

Please note that only shortlisted applicants will be contacted