

COUNCIL OF BUREAUX SECRETARIAT

An institution of the Common Market for Eastern and Southern Africa (COMESA)
Une institution du Marché commun de l'Afrique orientale et australe (COMESA)



Secrétariat du Conseil des bureaux

للبيورو العامة للأمانة مجلس

VACANCY ANNOUNCEMENT

SENIOR FINANCE ASSISTANT

I. INTRODUCTION AND BACKGROUND

The Council of the Bureaux (COMESA Yellow Card) is an autonomous Institution of the Common Market of the Eastern and Southern Africa (COMESA) which is mandated to coordinate the COMESA Yellow Card Scheme operations in the COMESA Region. The COMESA Yellow Card Scheme is a regional third-party motor vehicle insurance protection designed to provide guarantee for compensation to third-party road traffic accident victims caused by foreign motorists visiting or transiting through another member country in accordance with the laws governing compulsory third-party motor vehicle insurance.

Applications are invited from suitably and experienced Zambian Nationals or Nationals of the COMESA Yellow Card member countries that have a right to live and work in Zambia to fill the following position at the Council of Bureaux (COMESA Yellow Card) Secretariat:

Job Title	: Senior Finance Assistant
Grade	: Intermediate Category (IC) 2
Duty Station	: Lusaka, Zambia
Indicative Basic Salary	: COMESA Dollars (COM\$) 26,504.28 – COM\$ 35,923.36 (1COM\$ = 1US\$)
Reports To	: Senior Finance and Administration Officer
Supervises	: None

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COMESA Centre, Ben Bella Road. P.O. Box 30051, Lusaka, Zambia, Tel.: +260-211-22 97 25/ 32 – www.comesayellowcard.com
Email: vmasengu@comesa.int



II. OBJECTIVE OF THE POSITION

The Senior Finance Assistant supports the financial operations of the Council of Bureaux Secretariat (COMESA Yellow Card) by ensuring accurate and up to date accounting records are maintained, periodic reconciliations of the general ledger and the cash book, payment processing, receipting, banking activities and timely reporting of financial transactions. This role contributes to maintaining compliance, efficiency, and transparency in all finance-related activities, while supporting internal and external stakeholders.

III. SCOPE OF WORK AND DUTIES

Under the direct supervision of the Senior Finance and Administration Officer and overall direction of the Chief Executive Officer, the Senior Finance Assistant shall perform the following functions:

(a) Accounting and Financial Reporting

- i) Maintain accurate accounting records ensuring general ledger balances are always up to date.
- ii) Undertake reconciliations of general ledger, accounts receivable and accounts payable balances periodically.
- iii) Prepare and process journal vouchers ensuring all journal vouchers are authorized before posting in the accounting system.
- iv) Record transactions in the accounting system using appropriate supporting documents.
- v) Maintain an accurate Fixed Assets Register and ensure it is always up to date.
- vi) Prepare periodic financial reports, including schedules and summaries of aged accounts receivable analysis, aged accounts payable analysis, income, expenditure, cash and bank balances.

(b) Cash and Bank Management

- i) Prepare and process deposit slips for all funds to be banked and ensure deposit slips are filed systematically for easy retrieval and for audit purposes.
- ii) Verify and validate all receipts and payments that have been processed and passed through the bank.
- iii) Maintain the cash book and record transactions not captured in the cash book, such as bank charges or interest earned.
- iv) Undertake bank reconciliations on monthly basis, ensuring the reconciliations are reviewed, authorised and that reconciling items are cleared in a timely manner.
- v) Manage office petty cash and ensure petty cash is securely kept and is available at all times.
- vi) Prepare official receipts and ensure receipts that are generated match with funds received.
- vii) Perform bank agent roles and initiate online payments on the bank portal.

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(c) Payment processing

- i) Prepare system generated payment vouchers based on authorized payment requests and ensure payment vouchers are duly authorized before payment is made.
- ii) Ensure payments are supported by appropriate, adequate documentation and the documentation is certified.
- iii) Initiate payments to suppliers and service providers and ensure the payments are made in a timely, efficient manner and in line with the agreed payment terms.
- iv) Initiate requests for supplier invoices and statements on a monthly basis to facilitate efficient payment process and reconciliation of amounts due.
- v) Timely disburse payments for meetings, conferences and missions, ensuring proper documentation and accountability.
- vi) Provide salary inputs to the salary processing designated officer and ensure timely payment of salaries and other cash-based staff entitlements.

(d) General

- i) Support the implementation of Financial Rules and Procedures and ensure compliance.
- ii) Maintain proper record of accounting transactions and documentation both physically and electronically.
- iii) Support the Head of Unit in following up of outstanding budget contributions and any amounts due to the Council of Bureaux Secretariat.
- iv) Assist in preparation of audit schedules and provision of required audit information.
- v) Perform any other duties assigned from time to time.

IV. CANDIDATE'S PROFILE - DESIRED QUALIFICATIONS, EXPERIENCE AND SKILLS

(a) Education and Professional qualifications

Must hold a Bachelors' degree in a related field (Accounting/Commerce/Business Administration) from a reputable and recognised University Institution **or** holder of a professional accounting qualification such as ACCA, CIMA, CA, AZICA etc. Holder of both a Bachelors' degree and a recognised professional accounting certification would have an added advantage.

(b) Experience

- i) Minimum of five (5) years' experience in an accounting or finance role preferably in a regional, international, private or NGO sector.

(c) Skills and Attributes

- i) Proficiency in Microsoft Office (Excel, Word and Power point).

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- ii) Knowledge of International Financial Reporting Standards (IFRSs) and their application.
- iii) Proficiency in the use of accounting packages / software.
- iv) Excellent interpersonal, communication, planning and organizational skills.
- v) High attention to detail, discretion, and professional integrity.

(d) Language requirements

Fluency in English (written and spoken); proficiency in French is an added advantage.

V. JOB GRADE

The candidate shall be engaged in the Intermediate Category (IC) grade (IC 2) in line with the existing Council of Bureaux Secretariat job grading structure.

VI. PERIOD OF APPOINTMENT

The successful candidate shall be appointed on an initial five (5) year contract renewable subject to satisfactory performance and attainment of the mandatory retirement age of Sixty (60) years in line with the Council of Bureaux Staff Rules.

VII. DELIVERABLES

The job holder shall be expected to perform his / her functions in line with the terms of engagement, performance targets that shall be set and reviewed from time to time and general performance standards acceptable to the Council of Bureaux.

VIII. ELIGIBILITY FOR APPLICATION

The position is only open to Zambian Nationals or Nationals of the COMESA Yellow Card member countries that already have a right to live and work in Zambia.

IX. MODE OF APPLICATION

All applications **must** be submitted on the prescribed **Council of Bureaux Job Application Form** and accompanied with a cover letter, a curriculum vitae that must include three (3) traceable referees and copies of academic and professional certificates. Applications should be sent **through e-mail** not later than **25 June 2026** and addressed to:

The Chief Executive Officer,
Council of Bureaux Secretariat,
COMESA Centre,
Ben Bella Road,
Lusaka, Zambia
E-Mail: cbsrecruitment@comesa.int

Only shortlisted applicants shall be acknowledged.

Women are particularly encouraged to apply.

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