



THE BEST FINANCE & ADMINISTRATION JOB IN THE WORLD.

JOB ANNOUNCEMENT: FINANCE & ADMINISTRATION OFFICER (FAO) - MFUWE

*BCP's mission is making **conservation** of wildlife habitat valuable to **people**.*

BCP is a leading African conservation company which aims to generate sustainable conservation finance through the forest carbon markets. We are working with community and Government partners to help improve the conservation management over 1 million hectares of globally significant wildlife habitats in Zambia, and to benefit 170,000 people. Most of the project areas are located in Game Management Areas bordering strategic National Parks in Eastern and Lusaka Province, governed by management agreements between local communities, the Government of Zambia, and BCP.

The FAO role will include finance and administrative responsibilities that ensure compliance as per Finance guidelines and planning and coordinating activities of the BCP Mfuwe Site.

PRIORITIES THAT WE'LL TRUST YOU WITH.

Administrative Responsibilities:

1. Maintaining office services by organizing office operations and procedures; controlling correspondence; designing filing systems; reviewing supply requisitions; assigning and monitoring clerical functions
2. Achieving financial objectives by preparing an annual admin budget for the Mfuwe Office; scheduling expenditures; analyzing variances; initiating corrective actions.
3. Coordinating logistics for the site, including vehicle management, fuel management and vehicle maintenance, in conjunction with the Logistics Assistant and ensuring that relevant SOPs' are followed.
4. Maintaining Site financial records inclusive but not limited to Petty Cash, Health Green allowance, procurements and scrutinizes staff advances and ensure strict adherence to retirements standards

Financial Responsibilities

1. Preparing Monthly Management Accounts (MA) plus analysis reports for BCP Ltd. These are prepared from the Pastel accounting system.
2. Getting inputs, such as disbursement vouchers, JVs, pastel postings, bank/creditors/debtor's reconciliations, fixed asset reports etc.
3. Assisting in budget preparation, implementation and administration.
4. Ensuring adherence to generally accepted accounting standards and principles as per BCP SOPs'.
5. Analyzing, assessing and assisting with the contractual and financial aspects and the disbursement/payments as per budget and asset management.

ALLIANCE BUILDERS WANTED.

- A qualification in Business Management and Accounting or Finance from an accredited College or University
- A minimum of three years' work experience with strong administration skills and proven working experience with computerized accounting packages.
- Proficiency in MS Office, MS Excel and Pastel
- Attention to detail and ability to solve problems and propose solutions independently.
- Highly resourceful, and extremely effective as an independent individual.
- Communicate professionally and confidently with seasoned professional contacts.
- Capable of partnering with colleagues across the organization.
- Approach challenges with a positive and solutions-minded perspective.
- Ability to anticipate needs of BCP's leadership and take pride in thinking one step ahead.
- Comfortable delivering under pressure in an ever-changing environment

WHAT YOU'LL TELL YOUR CONTACTS.

BCP is one of the leading REDD+ project development social enterprises in Africa. BCP's mission is making conservation of wildlife habitat valuable to people. BCP runs two REDD+ projects in Zambia: The Lower Zambezi REDD+ Project and the Luangwa Community Forests Project. The Luangwa project is Africa's largest REDD+ project by hectareage. The Lower Zambezi REDD+ Project is the world's only 6 times VCS-verified and triple gold CCB verified REDD+ project. As the 5th highest scoring B Corp in the world, BCP benefits 173,000 people across 13 Chiefdoms through a community impact model developed over 8 years. Our vision is community partnerships conserving Africa's last strongholds starting with over 1 million hectares of globally important wildlife habitats in Zambia's Lower Zambezi and Luangwa ecosystems.

WE EVEN DO BENEFITS DIFFERENTLY.

As an equal opportunity employer, a competitive salary will be offered, plus great holiday benefits, plus the potential for performance bonuses, plus travel opportunities for work, plus health benefits, plus a great work culture, plus career growth, plus working with a diverse and committed team.

Candidates interested in joining an innovative and high-performance team, and working towards doing amazing things supporting livelihoods programs, please send a CV, a cover letter, and anything else that makes your application stand out by email to jobs@biocarbonpartners.com with **Finance and Admin position** in the subject line. Please ensure your cover email stands out. Please also send 3 reference contacts.

Females are encouraged to apply.

Applications accepted from 11th January 2021 until the position is filled.