

VACANCY ANNOUNCEMENT

About CSL

The Center for Strategic Litigation is East Africa's premier think-and-do tank on the rule of law that seeks to advance the vision of a just tolerant, vibrant and inclusive democracy grounded in respect for the rule of Law and justice for all. Based in Zanzibar, the Center works at the interface of advocacy and litigation deploying the law to encourage citizen agency in advancing the rule of law through strategic litigation, public education, petitioning, legal research and judicial reviews as well as strategic use of media, especially online media. CSL seeks to fight authoritarianism and populism by advancing the development of progressive jurisprudence and case law on democracy, the rule of law and freedom of expression in the Eastern Africa region. Its programmes are tailored towards building knowledge and agency on the rule of law, developing the current and future generation of social justice activists and developing positive jurisprudence in the region in the protection of the rights of the most vulnerable as well as the environment.

About the role and the ideal candidate

In efforts to pursue its strategic plan, CSL is looking to hire an Assistant Accountant. The primary task of the incumbent is to maintain financial records that are essential in understanding and accelerating the growth prospects of an organization. S/He is tasked to help the organization keep a detailed and accurate record of receipts and spending by creating documentation such as invoices, pay orders or purchase orders. Furthermore, the incumbent will identify areas where cost can be reduced and create long- and short-term budgets. Beyond financial control, the ideal candidate is expected to bring ingenuity and boldness in helping the finance department creatively generate value for CSL's Directors and partners through cost-saving, adherence to value-for-money principles, treasury and other income-generating means.

As with most members of the CSL team, the Assistant Accountant will participate in executing CSL activities from time to time in line with the CSL strategy and framework of activities. The incumbent supports the CSL management in ensuring compliance with all statutory and grant compliance. To be able to excel in this role, an ideal candidate should possess the following characteristics:

- Have a curious mind and tenacity.
- Have impeccable writing skills.
- Be proficient in accounting packages preferably Quickbooks.
- Be a multi-tasker with the capacity to juggle multiple, competing priorities in a fast-paced, start-up environment.
- Be a well-read and open-minded individual.
- Be a self-motivated individual with the ability to work under minimum supervision.
- Highly organised, efficient and dependable.
- Be an excellent communicator and time manager to be able to deliver timely results.
- Must enjoy working with people and have the ability to work well individually, on cross-functional teams and in collaborative partnerships with other agencies and organizations.
- Have excellent computer skills (MS Excel, MS Word, MS PowerPoint).
- Possess strong analytical skills
- Have strong presentation and communication skills to share timely updates in the most effective ways for decision-makers

More information about the role are as follows:



Job Title:	Assistant Accountant
Unit:	Operations and Administration
Cluster:	Finance
Mandate:	National
Salary Grade:	2
Reports to:	Finance and Administration Manager
Locations:	Zanzibar

Overall role

With the guidance of the Finance and Administrative Manager, the Assistant Accountant is responsible for maintaining financial records that are essential in understanding and accelerating the growth prospects of the organization. S/he is also responsible for ensuring that the organization is maintaining compliance according to the local and national laws, grant agreements, filing annual taxes and other required documents and keeping up with the changes in laws that affect the organization's operations both internally and with customers.

General Responsibilities

- Support the Finance Manager and the wider finance and non-finance teams.
- Perform reconciliations of accounts.
- Process payments and invoices accurately and within expected time periods.
- Verify financial statements, ledgers and accounts and make corrections where appropriate.
- Prepare tax returns and filing of statutory payments.
- Collaborate with the Finance Manager and other team members to successfully execute various accounting tasks.
- Maintain company ledgers and daily financial transactions.
- Create financial documents such as bills, invoices, pay-orders, payables, receivables and purchase orders.
- Assess and identify discrepancies in ledgers and accounts, tracking them to the source and correcting them.
- Manage payroll activities and disbursement of salaries.
- Coordinate and manage payment and billing details of external service providers, contractors and vendors.
- Verify payments and deposits made through the company account and coordinate with the bank.
- Carry out all banking transactions.
- Budget preparation

Core qualifications and competencies

- Bachelor degree in Accounting & Finance or its equivalent-
- A Professional qualification such as CPA (T) or ACCA is an added advantage.
- At least three (3) years of practical experience in accounting and finance.
- Strong affinity and commitment to CSL values and principles.
- Bilingual (English/Swahili) is required.
- Strong analytical and critical thinking skills.



- Excellent IT skills including a familiarity with MS Office and G Suite
- Familiarity with accounting software particularly QuickBooks
- Exhibit exceptional time management skills in order to meet deadlines.
- Ability to use the internet for research purposes.
- Strong verbal and written skills.
- Careful attention to detail.
- Ability to cope and work in a fast-paced business environment.

How to apply

Applications will only be received online via this [link](#), if the link does not open copy and paste this link on your browser: <https://form.typeform.com/to/EdYtOYeD>

1. Your most recent Curriculum Vitae with three referees.
2. Your motivation letter outlining why you think you are the most suitable candidate for this position and why you think you are the right fit for CSL's mission, vision and values.

Only applications that fully comply with application instructions will be reviewed. CSL will reach out to shortlisted candidates two weeks after the closing date for application.

Applications are open until **August 25, 2024**.