

Finance & Administration Assistant

Location: Mazowe, Zimbabwe
Contract Type: Full-time
Reports to: Finance & Administration Officer

About the Organisation

The Future of Hope Foundation (TFoHF) is a Private Voluntary Organization (PVO) that works to capacitate, collaborate with, support and mentor marginal and vulnerable members of society through entrepreneurial and self-development initiatives. We facilitate research and training in innovative initiatives that provide for and promote sustainable food, nutrition, and income security to improve the conditions necessary for every member of society to reach their full potential.

We seek to recruit highly motivated, committed, and results-oriented professionals to support programme delivery and strengthen organisational operations

Key Responsibilities

- Record daily transactions, file invoices and receipts, and assist with petty cash management.
- Help prepare budget trackers, compile data, and support routine financial reporting.
- Ensure ZIMRA and NSSA compliance, maintain properly stamped and filed documents, and assist in audit preparation.
- Assist with procurement administration, including collecting quotations, preparing payment requests, and tracking supplier invoices.
- Update asset registers, support stock checks, and maintain inventory records.
- Provide administrative support for HR, travel, and logistics documentation, including templates and forms.
- Enter financial and project data into systems and prepare weekly and monthly reports.

Qualifications and Experience

- Higher diploma or degree in Accounting, Finance, or a related field.
- Minimum of 3 years' experience in accounting or finance, preferably in the NGO sector.
- Proficiency in accounting software such as IQ Systems, Pastel, QuickBooks, or similar packages.
- Proficiency in Microsoft Office packages.
- Knowledge of donor compliance and financial reporting standards is an added advantage.
- Excellent organisational skills, attention to detail, and ability to meet deadlines.

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- High level of integrity and commitment to confidentiality.

What We Offer

- Competitive remuneration package
- Opportunities for professional growth and training
- A dynamic and mission-driven work environment

How to Apply

Interested candidates should submit a detailed CV and cover letter to hr@thefutureofhope.org clearly indicating the position applied for in the subject line.

Applications must be received no later than 23:59 hours on 28 April 2026.

Only shortlisted candidates will be contacted.