

FINANCE OFFICER

Fixed-Term 6 Months x1 Harare UNOPS-Funded

Baines Occupational Health Services is seeking an experienced Finance Officer for a six-month fixed-term contract in support of a UNOPS-funded occupational health project. The successful candidate will be responsible for day-to-day financial management, reporting, and compliance functions of the project.

KEY RESPONSIBILITIES

- ▶ Manage project financial records, accounts, and transaction documentation
- ▶ Prepare monthly Cash and Expenditure Status Reports for submission to the prime
- ▶ Process disbursements, advances, and reconciliations in accordance with donor requirements
- ▶ Maintain the project asset register and support procurement compliance
- ▶ Liaise with UZT on financial reporting, audits, and budget management
- ▶ Ensure compliance with UNOPS financial management standards and internal controls

REQUIREMENTS

- ▶ Degree in Accounting, Finance, or related field
- ▶ Professional qualification (ACCA, CIMA, CIS or equivalent) an added advantage
- ▶ Proven experience in donor-funded project financial management
- ▶ Familiarity with UNOPS, UN, or NGO financial reporting requirements (advantage)
- ▶ Strong proficiency in MS Excel and accounting software
- ▶ High attention to detail and sound knowledge of internal controls

APPLY TO

bohsbyo@bainesohs.org

Subject: Application - Finance Officer

INCLUDE

CV + Cover Letter

CLOSING DATE

10 April 2026

Baines Occupational Health Services is an equal opportunity employer committed to improving workplace health and safety.