



ADVERT JOB: FINANCE & ADMINISTRATION MANAGER

Location: Lusaka, Zambia

Start Date: May 2026

ABOUT US

We are a fast-growing consulting firm operating across Business and Financial Services, Food and Agriculture, Corporate Advisory, Livelihoods, and Environment and Natural Resources (www.kuduconsulting.co.zm). Our portfolio spans development-funded initiatives, public partnerships, and private-sector engagements. Guided by a commitment to practical solutions and measurable impact, we help organizations strengthen systems, unlock growth, and build resilience. As we continue to expand, we are enhancing our internal capabilities and growing our leadership team with high-performing professionals who thrive in dynamic, project-driven environments.

THE OPPORTUNITY

We are seeking a Finance & Administration Manager to oversee the firm's financial management, accounting, and operational support functions. This strategic role requires a proactive, detail-oriented professional who can uphold strong financial stewardship while supporting the firm's continued growth.

The Finance & Administration Manager will oversee budgeting, forecasting, reporting, compliance, and cashflow management, while also supporting procurement, HR, and administrative systems. They will provide financial insights that shape business decisions, strengthen project viability, and support competitive bids. The role also includes managing project finance for client engagements and, where required, delivering finance-related services to clients.

If you excel in multi-project environments, enjoy building systems, and want to contribute to a mission-driven, growth-oriented consulting firm, we would love to hear from you.

1. KEY RESPONSIBILITIES

i) Financial Management & Accounting

- Lead daily financial operations, including bookkeeping, reconciliations, accounts payable/receivable, and payroll.
- Prepare accurate financial statements and management reports.
- Oversee cashflow planning, forecasting, and liquidity management.
- Ensure compliance with statutory obligations (PAYE, NAPSA, VAT, WHT, NHIMA, corporate tax, etc.).
- Strengthen internal controls and support annual audits.

ii) Project Finance & Client Support

- Develop project budgets and financial proposals for bids.
- Track project expenditures and ensure donor/client compliance.
- Prepare timely financial reports for clients and partners.
- Support project managers with financial analysis and burn rate monitoring.

- Manage financials for client engagements, including revenue recognition.

iii) Procurement & Administration

- Oversee procurement processes and vendor management, ensuring transparency and value-for-money.
- Support HR functions including recruitment, onboarding, payroll, performance tracking, and staff records.
- Maintain strong documentation, filing, and administrative systems.
- Oversee facilities and administrative platforms to ensure smooth day-to-day operations.

iv) Strategic & Operational Support

- Contribute to organizational planning, budgeting, and financial strategy.
- Provide financial insights to guide decision-making, business development, and operational efficiency.
- Strengthen finance, HR, procurement, and administrative systems and tools.
- Support senior management with financial modelling, resource allocation, and operational improvements.
- Provide financial input for competitive proposals and new business pitches.
- Champion continuous improvement by reviewing internal controls, risk management practices, and operational workflows.
- Ensure documentation, compliance, and reporting standards are consistently upheld across all functions.
- Position the firm for sustainable growth through strategic oversight of operations.

2. QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Accounting, Finance, or a related field; professional certification such as ACCA, CIMA, or ZICA is preferred. **A master's degree is strongly desirable.**
- A registered member of ZICA
- Minimum of 10 years of progressive experience in financial management, ideally within consulting or development-focused environments.
- Proven track record in senior leadership roles with responsibility for managing complex projects and organizational budgets.
- Demonstrated ability to work independently, manage high-volume workflows, and meet deadlines while effectively leading and collaborating with diverse teams.
- Strong relationship management skills, with the ability to build and sustain partnerships across project staff, industry stakeholders and business partners and other stakeholders.
- Willingness and ability to undertake extensive local travel as required.
- Solid understanding of compliance frameworks and project-based finance.
- Proficiency in accounting software (e.g., Sage, Pastel) and advanced Excel.
- Excellent analytical, organizational, and communication skills.
- High integrity, discretion, and commitment to professional ethics.

3. APPLIED KNOWLEDGE, COMPETENCIES & SKILLS:

- Expertise in strategic planning and project management, with the ability to align operations to organizational goals.

- Strong business acumen, complemented by experience in staff development, team leadership, and performance reporting.
- Advanced consultative and negotiation skills, with proven ability to influence and build consensus.
- Solid background in operations management, including oversight of corporate policies, compliance frameworks, and procedural adherence.
- Excellent communication skills in English, both oral and written, supported by strong analytical capability.
- Ability to design and implement effective cross-project coordination, organizational procedures, and management systems.
- High financial acumen with strong attention to detail.
- Skilled in managing multiple projects simultaneously while meeting deadlines.
- Critical thinking and problem-solving ability applied to complex organizational and financial challenges.
- Strong interpersonal skills, fostering collaboration and positive working relationships.
- Demonstrated capacity to work independently while contributing effectively in team settings.
- Commitment to continuous improvement, operational excellence, and professional integrity.

4. WHAT WE OFFER

- Opportunity to shape financial systems in a growing consulting firm
- Exposure to diverse projects across private-sector and development portfolios
- A collaborative, mission-driven team environment
- Professional growth and leadership opportunities

How to Apply

Interested candidates should submit their **CV** and a **brief cover letter** explaining their suitability for the role to jobs@kuduconsulting.co.zm with the subject line: **Finance & Administration Manager Application**

Application Deadline: Friday, 17 April 2026