



EMPLOYMENT OPPORTUNITY

POSITION: ASSISTANT ACCOUNTANT

The Zambia Institute of Chartered Accountants (ZICA) is a self-regulated membership body, established under the Accountants Act of 1982 and as amended in the Accountants Act of 2008 has the primary mandate of regulating and promoting the accountancy profession in Zambia.

The Vision of the ZICA is *“A reputable leader in developing finance and business professionals”*

Its Mission is *“ZICA will protect public interest through the regulation of the accountancy profession to the satisfaction of stakeholders”*

The Core Values of the Institute are:

“Integrity, Professionalism, Customer Centric, Accountability, Excellence, Innovation”

The Institute would like to recruit an outstanding, results oriented and self-motivated; versatile and a professional individual of high personal integrity with appropriate academic and professional qualifications and experience.

KEY ROLES AND RESPONSIBILITIES

The incumbent shall carry out Receipting and payments. The Officer will be required to be preparing bank transactions involving banking, withdrawing and reconciliations.

Specifically, the Assistant Accountant shall be accountable to the Financial Accountant for the following:-

KEY RESPONSIBILITIES

- Preparing disbursements and keeping records of the receipts in order to ensure that accurate accounts records for the Institute are kept;
- Carrying out reconciliations on a daily basis matching receipts to deposit slip totals in order to ensure good record keeping;
- Reconciling all the ZICA bank accounts;
- Submitting to ZRA/PAYE/NAPSA forms on a monthly basis;
- Filling receipts, vouchers and banking slips in order to reflect an accurate position of the financial status of the Institute;
- Maintaining records of documents such as cash books, bank transactions, foreign exchange transactions and payment vouchers;
- Receipting of subscriptions and examination fees, capturing and posting of receipts and payments into the accounting system;
- Preparing an internal cash flow statement on a weekly basis to ensure there are funds available before any payments are made;
- Banking and withdrawing the Institute's cash as instructed by superiors;
- Attending to banking duties as the Institute Bank Agent

JOB QUALIFICATIONS AND SKILLS

- Level II of ZICA/ACCA/CIMA (Bachelor's degree in Accounting)
- Full Grade Twelve Certificate with credits of better;
- Minimum of 2 years relevant experience;
- Good interpersonal communication skills;
- Excellent oral and written communication;
- Good analytical and problem solving skills;
- Excellent computer skills;
- Must be a paid up member of ZICA

DESIRABLE ATTRIBUTES

- a) Good organizational management skills;
- b) Flexible in handling enquiries;
- c) Possess the highest levels of personal integrity;
- d) Analytical and problem solving skills;
- e) Reliable, Honest and Hardworking;
- f) Added advantage valid driving licence.

NOTE: Please do not attach certificates at this stage;

If you are interested and meet the stated requirements, you may send a motivation letter accompanied by a detailed Curriculum Vitae (CV), three traceable professional/work related referees with working contact numbers addressed to: -

Chief Executive Officer
Zambia Institute of Chartered Accountants,
Accountants Park,
Thabo Mbeki Road,
P O Box 32005,

LUSAKA

Email: job@zica.co.zm

The closing date for receiving applications is Friday, 27th September, 2019 by 17:00 hours.