



EMPLOYMENT OPPORTUNITY

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 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 professional individual of high personal integrity with appropriate academic and professional qualifications and experience.

POSITION: PRACTICE REVIEW OFFICER

PURPOSE OF THE JOB

The Practice Review Officer is expected to assist carrying out regular checks on public practice in order to ensure that ethical and professional standards are maintained. The Officer will be required to be providing information to the Manager in order to update ZICA Management of the prevailing practices in public practice.

REPORTING STRUCTURE

The Practice Review Officer is accountable to the Practice Review Manager.

KEY RESPONSIBILITIES

Evaluations

Under evaluations responsibilities, the Practice Review Officer will be required to be performing the following functions:-

- Assisting with evaluations to ensure that members’ quality control policies and procedures for their accounting, auditing and tax services practice are appropriately comprehensive and suitably designed;
- Meeting and interviewing firm personnel to understand the firms’ quality control structures, the audit approach to audit engagements and further develop quality control, identify audit deficiencies;
- Verifying the closure of audit issues and actions.

Monitoring

Under monitoring responsibilities, the Practice Review Officer will be required to be carrying out the following:-

- Undertaking routine checks on practicing accountants to ascertain compliance with professional standards and quality control procedures;
- Monitoring the work of accountants by ensuring that generally accepted accounting, auditing, and assurance standards are upheld as set out in the Rules of Professional conduct of the Institute;
- Conducting audit review of working papers to ensure compliance with professional standards;
- In Liaison with the Practice Review Manager, assessing the firm's quality control structures and the related impact these structure have on audit quality;
- Preparing comment forms and draft inspection reports;
- Assisting with providing technical support to Practitioners by developing technical templates tools and resources in order to maintain high professional standards;
- Communicating findings to firm personnel in meetings and in comment forms;
- Researching and consulting with others on technical issues;
- Gathering and organizing information to support identified inspection issues;
- Conducting visits' to all practicing accountants and maintaining updated database of members.

Updating Register

The Officer will be required to be keeping an updated database of all accountants in a compliance file.

Investigations

It will be the duty of the Practice Review Officer to be receiving complaints against members. Investigating and making reports to the Standards & Regulatory Board for on-ward submission to the Disciplinary Committee.

Identification

The Practice Review Officer will be required to initiate measures that would facilitate the identification of new Practitioners with a view of recruiting them in order to contribute to the achievement of directorate objectives.

Registration

The Practice Review Officer will be required to actively participate in the registration of new Practitioners in order to contribute to the goals of the institute. The Officer will conduct registration of accounting firms and issuance of practice certificates to Practitioners.

Administrative Related Duties

Carrying out administrative duties such as arranging meetings, taking departmental minutes and ensuring that the activities of the directorate are well documented.

Promoting integrity of the Accountancy Profession by carrying out the following functions:-

- Identifying erring accounting Professionals and suggest remedial measures to be taken in order to ensure that the Accountancy Code of Conduct is followed;
- Identifying various disciplinary measures against erring Professionals such as commending, suspension or forfeiture of Practicing Licenses in order to instill discipline and adherence to laid down procedures;
- Assisting with communicating to all Practicing Accountants in public, private and parastatals about policies changes in order to promote awareness amongst all accountants.

Reports

The Practice Review Officer will be required to be preparing statements and other reports for Management attention as well as carrying out special investigations into suspected financial irregularities in order to uphold the image of the Accountancy Profession.

QUALIFIATIONS / SKILLS / ATTRIBUTES

- Full Professional Accounting Qualifications:- ZICA, CA Zambia, ACCA or CIMA;
- Grade Twelve Certificate with six credits or better, English and Mathematics a must;
- 3 years practical experience in auditing, as well as knowledge financial accounting systems and procedures;
- Computer literate and ability to use various auditing software and accounting packages;
- Well- developed management skills;
- Good working knowledge of computers, Computer Audit Aided Techniques (CAATSs) and accounting packages;
- Well-developed analytical/ problem Solving skills in order to be able to evaluate information or situations;
- Integrity and honesty;
- Ability to work under pressure and achieve deadlines on time
- Added Advantage - Valid Driver's License and able to Drive

NOTE:

1. Please do not attach certificates at this stage, clearly indicate narrations prevailing on Certificates on your CV, For Example Grade Twelve Narration:- 3 credits (English, History and Biology) and 3 Distinctions (Geography, Commerce and History)etc.

2. All applications should be sent via email. No Post Office posted application letters and hand delivered hard Copies will be accepted.

3. Those who applied for the same position with ZICA in the past are not required to apply.

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

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

Email: careers@zica.co.zm

The closing date for receiving applications is 10th June, 2022.