



EMPLOYMENT OPPORTUNITIES

The Zambia Institute of Chartered Accountants (ZICA, referred to as the “Institute”) is the regulatory body of Accountants in Zambia. ZICA was established by the Accountants Act, No. 28 of 1982. ZICA continues to exist as if established under the Accountants Act No. 13 of 2008. The principal activities are the regulation of the accountancy profession as well as the education and training of accountants in Zambia.

Our Vision: *“A reputable leader in developing finance and business professionals”*

Our Mission: *“To protect public interest through the regulation of the accountancy profession to the satisfaction of stakeholders”*

Our Core Values:

“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.

APPLY FOR ONE (1) POSITION ONLY (Applying for both positions will lead to disqualification)

1. POSITION – FINANCIAL ACCOUNTANT

PURPOSE OF THE JOB

To provide Management with periodic, accurate, and timely information to facilitate determination of the institute’s liquidity status at any given time.

REPORTING STRUCTURE

The Financial Accountant is accountable to the Finance Manager.

KEY RESPONSIBILITIES

Internal Controls

The Financial Accountant will be ensuring adherence to Financial Policies and accounting system processes.

Compliance to Statutory Taxes

The Officer will be in charge of ensuring that all statutory obligations and Taxes are paid on time.

Reconciliation

It will be the duty of the Financial Accountant to be Reviewing reconciliations of various financial and accounting transactions on a monthly basis.

Monitoring

The Officer will be required to be ensuring that all the Journal vouchers are prepared, checked and posted to the General Ledger.

Ledger Reconciliation

The Financial Accountant will be required to be preparing ledger reconciliation for debtors, creditors and expenditure on a monthly, quarterly and annual basis.

Trial Balance

Preparation of an accurate Trial balance on a monthly basis will be the duty of Financial Accountant.

Preparation of Financial Statements

The Officer will be required to assist in the in preparation of Financial Statements.

Audit

The Financial Accountant will be required to be participating in internal and external audits with accounting documents as requested and providing explanations for audit queries.

Accurate Fixed Asset Register

Maintaining and updating the fixed asset register at all times

Liaison

It will be the duty of the Financial Accountant to be Liaising with Education and Membership departments in reconciling the recorded education and membership income in the accounting system and Student and membership database.

Monitoring

The Officer will be required to be supervising the timely receipt and banking of revenue in order to ensure accountability and safety of financial resources.

Reviews

Reviewing of bank reconciliation on a monthly basis will be the duty of the Financial Accountant.

Internal Control

The Financial Accountant will be ensuring full documentation of the payment vouchers before payments are made.

QUALIFICATIONS

- Grade Twelve Certificate with six credits or better, English and Mathematics a must;
- Professional Accounting Qualification: CA Zambia, ZICA Professional, ACCA or CIMA
- A minimum of 5 years post qualifying experience of which 3 years should in a similar position.

- Must be a member of ZICA

SKILLS / ATTRIBUTES

- One should possess good understanding of all accounting systems and procedures with excellent customer service skills;
- Computer literate and ability to use accounting packages such as Sage evolution;
- Integrity and honesty;
- Ability to work under pressure, solve problems and achieve deadlines on time;

2. POSITION: ASSISTANT ACCOUNTANT

PURPOSE OF THE JOB

The Officer will be expected to be carrying out Receipts and payments, preparing bank transactions involving banking, withdrawing and reconciliations.

REPORTING STRUCTURE

The Assistant Accountant is accountable to the Financial Accountant.

KEY RESPONSIBILITIES

Disbursement

The Assistant Accountant will be in charge of preparing disbursements and keeping records of the receipts in order to ensure that accurate accounts records for the Institute are kept.

Reconciliation

The Officer will be required to be Carrying out reconciliations on a daily basis matching receipts to deposit slips totals in order to ensure good record keeping.

- Reconciliation of all the ZICA bank accounts

Statutory Obligations

The Officer will be required to assist in submitting to ZRA the Pay As You Earn and NAPSA forms on a monthly basis.

Record Keeping

- The Assistant Accountant will take charge of Filing 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.

Cash Flow Statement

It will be the duty of the Officer to be preparing an internal cash flow statement on a weekly basis to ensure there are funds available before any payments are made.

Banking and Withdraws

Banking and withdrawing the Institute's cash as instructed by superiors will be the responsibility of the Assistant Accountant.

QUALIFICATIONS

- A minimum of 2 years of experience in a similar position
- CA Application Advanced Diploma in Accountancy, Degree in Accountancy, ZICA Licentiate, ACCA level 2, CIMA Level 2.
- Grade Twelve Certificate with six credits or better, English and Mathematics a must;
- Must be a member of ZICA

SKILLS / ATTRIBUTES

- One should possess good understanding of all accounting systems and procedures with excellent customer service skills;
- Computer literate and ability to use accounting packages such as Sage evolution;
- Integrity and honesty;
- Trainable
- Ability to work under pressure, solve problems and achieve deadlines on time;

NOTE:

1. Applications with copies of Academic and Professional Certificates should be sent as one PDF document.

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

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 1st December, 2023 by 17:00 hours.