



JOB 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 competent and ethical finance professionals”.

Its Mission is “To regulate and promote excellence in the accountancy profession, championing the highest standards in education and ethics, shaping a future where professionals contribute significantly to Zambia’s economic prosperity and global standing”.

The Core Values of the Institute are:

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

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

POSITION: INTERNAL AUDITOR

ZICA04

PURPOSE OF THE JOB

To provide internal audit, risk management and administrative support to the Internal Audit function by independently reviewing and evaluating, institute operations, financial activities and internal controls and ensuring compliance with policies, procedures and regulations.

REPORTING STRUCTURE

The position shall report to the Manager- Internal Audit and Risk Management.

KEY RESPONSIBILITIES

- Drafting annual and ad hoc audit plans.

- Gathering background information and risk assessments to support audit scoping.
- Preparing audit programs and working papers in line with professional standards.
- Conducting audit field work involving testing of controls and verification of records.
- Monitoring and following up on implementation of recommendations arising from audit findings.
- Providing input in strengthening the institute's governance and risk management practices.
- Maintaining audit files, and documentation
- Coordinating audit schedules and logistics in the Internal Audit department.

QUALIFICATIONS AND OTHER SKILLS

- Grade 12 School Certificate or its equivalent with five (5) O level credits or better, including English and Mathematics.
- Professional Accounting qualification such as CA Zambia, ACCA, CIMA, bachelor's degree in accountancy or equivalent.
- Minimum of 4 years practical experience in internal audit or risk Management.
- Must be at least an Associate Member of the Zambia Institute of Chartered Accountants (ZICA).

Key Competences

- In-depth understanding of the ethical principles governing the audit profession, including independence, integrity, objectivity, confidentiality, and professional behaviour.
- In-depth understanding of Internal auditing standards (IIA) risk management frameworks, and governance principles
- Analytical and problem-solving skills.
- Attention to detail.
- Report writing and presentation skills.

- Professional Scepticism.
- Computer literate, conversant with Microsoft Office and auditing packages.

NOTE:

1. Applications with copies of academic and professional certificates and an updated CV should be sent as one PDF document.

2. All applications should be sent to the indicated email address below. No 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), copies of academic and professional qualifications, electronically to:

The Human Resource and Administration Manager
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 **21st September 2026** at 17:00 hours.

Applicants who will not get feedback from the Zambia Institute of Chartered Accountants (ZICA) by 12th October 2026 should consider their applications for the Job unsuccessful.