



ZAMBEZI RIVER AUTHORITY

JOB OPPORTUNITY

Zambezi River Authority is seeking a highly motivated, suitably qualified and experienced Zimbabwean National to fill the vacant position of Accounts Clerk in the Finance Department, to be based at Head Office, Lusaka, Zambia.

JOB PURPOSE

Responsible for making payments through petty cash and the Zambezi Valley Development Fund (ZVDF) payment platform as well as carrying out bank reconciliations

Under the supervision of the Financial Accountant, the Accounts Clerk will carry out the following key responsibilities:

1. Raising petty cash vouchers appropriately supported by receipts or quotations and submitting the same to the Line Supervisor for payment authorisation.
2. Making petty cash payments based on duly approved petty cash vouchers.
3. Ensuring timely preparation of petty cash reimbursements.
4. Ensuring safe custody of petty cash, receipts, and other security documents.
5. Ensuring timely execution of bank reconciliations and notifying the Line Supervisor of any unresolved items on the reconciliations (i.e. Bank Statement or Ledger).
6. Ensuring timely issuance of receipts for all cash and cheque payments received, banking the same and ensuring correct records are maintained.
7. Balancing the receipt book and bank statements in order to resolve discrepancies, if any.
8. Ensuring timely raising of journals for interest, bank charges and receipts.

9. Making payments for ZVDF and performing bank reconciliations thereof.
10. Accounting for interest on Home Ownership Scheme Loans monthly and ensuring that ledger transactions are correctly captured.
11. Accounting for exchange differences when undertaking reconciliations and providing evidence thereof.
12. Ensuring timely preparation of year end audit schedules as may be assigned.
13. Performing any other duties within the scope of the job as may be assigned from time to time by the Line Supervisor

QUALIFICATIONS & EXPERIENCE

- Five (5) '0' Levels with grade "C" or better including English, Mathematics and any Science subject.
- Diploma in Accounting / Finance or equivalent
- One (1) year of relevant experience

OTHER ATTRIBUTES

- Initiative
- Numerical Skills
- Effective Communication Skills
- Quality Orientation

TYPE OF EMPLOYMENT CONTRACT: Permanent and Pensionable

Please take notice that in a quest to ensure that the Authority achieves one of its strategic goals regarding the Workplace Gender Equity and Equality, female candidates are encouraged to APPLY.

APPLICATION PROCEDURE

Written application letters together with detailed CVs and certified photocopies of academic & professional certificates should be forwarded to:

Senior Manager - Human Resource and
Administration,
Zambezi River Authority,
Harare Office
Club Chambers, Nelson Mandela Avenue
P.O Box 630,
HARARE

OR Senior Manager - Human Resource and
Administration,
Zambezi River Authority,
Kariba Office
Administration Block, 21 Lake Drive
Pvt Bag 2001,
KARIBA

CLOSING DATE FOR RECEIVING APPLICATIONS WILL BE 14th OCTOBER 2020

(ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED)