

<https://www.zimche.ac.zw/job/accounting-officer/>

Finance Officer

Introduction

The Zimbabwe Council for Higher Education (ZIMCHE), a quality control regulatory authority, was established by an Act of Parliament, [Chapter 25:27], in 2006, to promote and co-ordinate education provided by higher and tertiary institutions, superintend over standards, act as a regulator in the determination and maintenance of examinations, academic qualifications and research.

Applicants are invited for the post of **Finance Officer**. He/she will be assisting the Director Finance on all matters related to the ZIMCHE Finances. This position in the ZIMCHE requires a seasoned and experienced Finance person with demonstrable experience in Public Sector Financial Reporting Standards.

Purpose of the Job

Reporting to the Director Finance, the position exists to support, co-ordinate and improve efficiency in the Finance Department. The incumbent helps the Director Finance in directing the Finance Department's day-to-day operations to ensure that the Council Financial affairs are handled in a manner consistent with the requirements of the ZIMCHE Act, Public Finance Management Act (PFM Act), International Financial Reporting Standards (IFRS) and International Public Sector Accounting Standards (IPSAS).

Key Responsibilities

- Assisting in the preparation of Annual Financial Statements.
- Preparation of monthly, quarterly management accounts,
- Preparation of annual budgets
- Accounts receivables management
- Accounts payables management.
- Preparation of annual financial audits.
- Maintaining a comprehensive asset register.
- Maintenance of Ledgers.
- Maintenance of Cashbooks.
- Bank reconciliations
- Preparation of banking
- Maintaining investments schedules.
- Any other duties as assigned.
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Education and Experience

1. Must be a holder of a recognised Bachelor of Accountancy degree.
2. Must be studying towards a professional accountant qualification in the final level or registered with the Public Accountants and Auditors Board (PAAB) Zimbabwe as a Public Accountant.
3. Five (5) years' experience working as an Accounting Officer or working in an Accounts department.
4. Ability to pay close attention to detail for accuracy.

Hiring organization

Zimbabwe Council for Higher Education

Employment Type

Full-time

Valid through

05.04.2024

5. Proficiency in Sage Pastel Accounting packages.
6. Proficiency in Microsoft Excel.
7. Ability to work independently as well as in a team environment.
8. Knowledge and competency in accounting principles
9. Good time management abilities
10. Good critical reasoning abilities.
- 11.

Mode of Application

Interested candidates should submit the following: application letter, a detailed CV and certified copies of degree certificates, present salary, names, and addresses of at least three referees including their email addresses to:

The Director Human Resources, ZIMCHE, P.O. Box H100 Hatfield or 21 J.M. Nkomo Road, Hatfield, Harare not later than Friday 5th of April 2024.

The application should be emailed to humanresources@zimche.ac.zw in a **single PDF** file clearly indicating the position being applied for in the subject line.