



CAREER OPPORTUNITIES

The University of Lusaka is inviting applications from suitably qualified people to fill the positions of **Management Accountant** and **Assistant Accountant**

1. MANAGEMENT ACCOUNTANT (1)

The overall purpose of this position is to prepare, develop and analyze key financial information for the University.

Key Performance Areas

The incumbent will:

- Prepare all relevant monthly, quarterly, annual and ad-hoc management reports.
- Coordinate annual budget preparation
- Participate in evaluating the institution's financial performance against budget.
- Participate in the implementation of internal accounting systems, procedures and relevant internal controls to safeguard against fraud and inefficiency.
- Participate in evaluating proposals for new business investment opportunities to ensure funds for business ventures are deployed on projects which will yield the greatest return on investment.
- Providing financial analysis and forecasting
- Manage the debtors of the University.
- Manage the University's fixed assets.
- Provide leadership to subordinates to achieve the departmental and institutional objectives

Key Attributes and Skills

- Excellent interpersonal skills.
- Strong oral and written communication skills
- Assertive and confident
- Very good organization and multitasking skills
- Team player and able to work under minimum supervision
- Able to handle conflicts

Minimum Qualifications:

- Applicants should be in possession of a Bachelor of Accountancy, ACCA, CIMA or ZICA.
- A minimum three (3) years' experience in a similar capacity will be an added advantage.
- Member of the Zambia Institute of Chartered Accountancy (ZICA)

2. ASSISTANT ACCOUNTANT (1)

The overall purpose of this position is to reconcile receipts and payments made to University and various cashbooks and bank accounts.

Key Performance Areas

The incumbent will;

- Ensure proper coding of financial transactions.

- Ensure timely processing of financial transactions through financial systems.
- Constant review of accounting systems to ensure that reporting requirements of the institution are fulfilled.
- Ensures compliance to contractual obligations by promptly settling creditors' accounts for various services rendered to the University.
- Participate in recovering loan advances and other deductions as per University accounting rules and regulations.
- Perform any other duties assigned by the supervisor.

Key Attributes

- Excellent communication skills, both oral and written.
- Very good Interpersonal skills
- Highly analytical and pays attention to detail
- Highly committed and self-motivated

Minimum Qualifications:

- A minimum qualification of ZICA, ACCA level two (2).
- Must be a member of the Zambia Institute of Chartered Accountants (ZICA).
- A minimum of two years working experience.
- Must be conversant with MS Office.
- Applicants should have had completed their Grade Twelve (12) with at least five Credits or better.
- Knowledge and experience with accounting packages (Pastel) will be an added advantage.

APPLICATION GUIDELINES

Interested candidates should send their applications together with copies of educational and professional certificates, and Curriculum Vitae with referees to the undersigned by **13th December 2019**.

The Registrar-Administration
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