

VACANCY NOTICE

Applications are invited from suitably qualified persons to fill the following posts within the Zimbabwe Revenue Authority (ZIMRA) – an equal opportunity employer.

ACCOUNTANT GENERAL LEDGER – FINANCE AND ADMINISTRATION – LEVEL 7 (1 POST)

Key Responsibilities

- Preparing Annual Financial Statements (Income Statement. Balance Sheet & Cash Flow statement) for audit.
- Preparing periodic and adhoc internal reports for management
- Creating and updating master data in SAP for General Ledger Accounts, Profit Centres, Cost Centres, Fund Centres, Accounts receivables and Accounts payables vendor accounts.
- Addressing internal clients' in the SAP system.
- Supervising and tracking implementation of year-end procedures/guidelines in preparation for a clean and timely year-end audit annually.
- Coordinating Accounts Analysis for all TB balances on a monthly basis.
- Monitoring and controlling sectional expenditure against budget.
- Implementing -sectional plans and reviewing performance
- Reviewing bank reconciliations for all head office imprest bank accounts and other control accounts.
- Identifying resource requirements to support operations for the section
- Prioritising and authorising outgoing payments.
- Ensuring that all sub ledger modules are posting to the General Ledger and that the balances are reconciling.
- Recommending system improvements and coordinating FI processes in system upgrades.
- Ensuring that misposts are resolved in timely manner.
- Crafting procedures for General ledger accounting.
- Maintenance of the chart of accounts and alignment of reporting systems to policies
- Setting up performance standards and appraisal for subordinates.
- Supervising staff in the section

Job Skills and Competencies

- Self-starter with the ability to work under pressure and beyond stipulated hours.
- Unquestionable integrity and commitment to duty.
- Good analytical skills.
- Good communication and interpersonal skills.
- Good organisational, people and time management skills.

Qualifications and Experience

- A degree in Accounting/Finance or equivalent.
- A professional qualification such as CIMA, CA, ACCA, CPA or CIS is an added advantage.
- Sound technical knowledge of Accounting standards and financial reporting.
- Knowledge of IPSAS Financial reporting framework is an added advantage
- Knowledge of SAP is a prerequisite.
- Computer skills, advanced Microsoft excel, and PowerPoint
- At least five years working in an accounting environment at supervisory or management level in a large organisation.
- A Clean Class 4 driver's licence.

PAYROLL OFFICER – HUMAN CAPITAL, – LEVEL 9 (1 POST)

Key Responsibilities

- Accurately capturing payroll input and updates employee payroll records.
- Correctly interpreting awards, agreements, contracts and court determinations for payments
- Compiling accurate payment schedules for staff sent to the bank on a monthly basis
- Checking registration of new employees with NSSA and Old Mutual.
- Timeously attending to employee salary queries.
- Compiling payroll month end journals and other payroll reports.
- Monitoring and using the Authority's payroll system in carrying out payroll duties
- Liaising and advising HC Administration personnel on Payroll issues.
- Preparing schedules for disbursement of third party payments.
- Preparing information for payroll budgets.
- Recommending policy changes in response to audit (internal and external) report observations.
- Requesting funds from Old Mutual upon death of an employee in line with funeral fund rules.
- Keeps abreast with company policies and tax legislation that impact on remuneration.
- Preparing bank reconciliation statement, liaising with finance

- Any other duties as assigned by Payroll Administrator

Job Skills and Competencies

- Excellent skills in using MS Excel and MS Word.
- Ability to meet set deadlines, maintain confidentiality and prioritise multiple tasks.
- Ability to work both independently and as part of a team.
- Good communication and interpersonal skills.
- Self-starter with ability to work under pressure and beyond stipulated hours
- Unquestionable integrity.

Qualifications and Experience

- A degree in HRM/Accounting/Economics or equivalent.
- A diploma in Payroll Management is an added advantage.
- Ordinary Level Mathematic a must with grade c or better
- Knowledge of SAP HCM Payroll is a distinct advantage.
- A minimum of three (3) years' relevant working experience.

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae by **28 July 2023**, All applications should be emailed to: **ZimraRecruitment@zimra.co.zw** clearly stating the position applied for and addressed to:

The Director, Human Capital
Zimbabwe Revenue Authority
6th Floor ZB Centre
Corner First Street / Kwame Nkrumah Avenue
P. O. Box 4360 HARARE

Please note that only shortlisted applicants will be responded to and females are encouraged to apply.

