



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 – RECONCILIATIONS – FINANCE – LEVEL 7 (1 POST)

Key Responsibilities

- Ensure daily reconciliation of revenue figures from the TaRMS and ASYCUDA subledger modules to SAP and bank statements. Reconcile all bank receipts captured in TaRMS and ASYCUDA against bank statements on a daily basis.
- Oversee and supervise the preparation of daily bank reconciliations by staff.
- Ensure bank reconciliations for Revenue Bank Accounts are completed daily.
- Ensure all reconciliation working papers and supporting documents are properly filed and readily accessible when required.
- Monitor and ensure all open items are cleared within prescribed timelines, with no item remaining outstanding for more than 30 days.
- Ensure all misposts, duplications, and reconciliation discrepancies are promptly corrected or reversed.
- Liaise with banks to resolve misposts, duplications, and other reconciliation issues.
- Review and approve monthly bank reconciliation statements and file.
- Draft annual sectional strategic plan proposals.
- Implement approved sectional plans and monitor sectional performance on a daily basis.
- Assess and monitor operational risks within the section on a daily basis.
- Update the divisional/sectional risk register on a monthly basis.
- Review and update the Business Continuity Plan quarterly.
- Recommend systems improvements and work on improving automation in the area of responsibility.
- Supervise staff and ensure compliance with the organisation’s performance Management system.
- Evaluate staff performance on a quarterly basis in line with the performance Management system.
- Timely address client queries.

Job Skills and Competencies

- Good interpersonal and communication skills.
- Innovative and passionate to support organisational transformation.
- Self-starter with ability to work under pressure and beyond stipulated hours.
- Team player who can actively participate in and coordinate successful teams.
- Unquestionable integrity.

Qualifications and Experience

- A degree in accounting or equivalent.
- A professional qualification with professional bodies such as ICAZ, ACCA and CGI or at least working towards qualification.
- Five (5) years' experience in an accounting environment and staff supervision experience.
- Five (5) 'O' Levels including English Language, Mathematics and Science
- Traceable working knowledge of SAP and Asycuda are key.
- A clean class four (4) driver's licence is an advantage.

ACCOUNTING OFFICERS, RECONCILIATIONS – FINANCE - LEVEL 9 (2 POSTS)

Key Responsibilities

- Ensure that daily bank reconciliations are performed for all revenue bank accounts under the Authority's revenue platform.
- Ensure all revenue collections are receipted promptly by identifying and clearing open items on a daily basis.
- Analyse outstanding revenue reports daily and follow up on unresolved items.
- Reconcile cash collections and ASYCUDA reports on a daily basis.
- Compare General Ledger account balances and bank statements against TaRMS and ASYCUDA subledger balances to ensure accuracy and completeness.
- Review the completeness and accuracy of bank reconciliations on a daily basis.
- Ensure all open items and reconciling items are cleared within prescribed timelines and are not outstanding for more than 30 days from the initial posting date.
- Ensure bank errors, misposts, and reconciliation discrepancies are identified and resolved promptly.

- Review the work of Accounting Assistants to detect and prevent errors, irregularities, and potential fraud.
- Review payover schedules and approve or recommend to Supervisor.
- Ensure monthly manual bank reconciliation statements and monthly bank statements are properly filed and securely maintained in the shared folder.
- Support and train subordinates on bank reconciliation processes and assist in troubleshooting reconciliation issues and system errors.
- Review and recommend monthly bank statements for approval.
- Attend to client queries as and when they arise.
- Monitor system performance and report anomalies or system-related issues to the Accountant responsible for reconciliations.
- Verify monthly that all reconciling items have been appropriately cleared in the SAP system.
- Supervise subordinates and implement performance Management system.
- Produce periodic reports and adhoc reports as required.

Job Skills and Competencies

- Good interpersonal and communication skills.
- Innovative and passionate to support organisational transformation.
- Self-starter with ability to work under pressure and beyond stipulated hours.
- Must be comfortable working with figures/numbers.
- Team player who can actively participate in and coordinate successful teams.
- Unquestionable integrity.

Qualifications and Experience

- A degree in accounting or equivalent, and working towards membership of a professional body such as ICAZ, ACCA and CGI.
- Three (3) years' experience in Accounting and good with reconciliations
- Five (5) 'O' Levels including English Language, Mathematics and Science
- A clean class four (4) driver's licence is an advantage.

ACCOUNTING OFFICER- REVENUE - LEVEL 9 (1 POST)

Key Responsibilities

- Ensure all revenue collections are receipted promptly through daily monitoring and clearance of open items.

- Prepare revenue reports and assist in the preparation of financial statements and related schedules.
- Attend to client queries and provide timely feedback where required.
- Monitor system performance and report anomalies or system-related issues to the accountant responsible for reconciliations.
- Follow up and verify that reconciling items identified through reconciliation processes are appropriately cleared in the SAP system.
- Supervise subordinates and implement performance Management system.
- Produce periodic reports and adhoc reports as required.
- Ensure compliance with revenue procedures, policies, and internal controls.
- Support revenue accountant and assist in maintaining accurate and complete accounting records.

Job Skills and Competencies

- Good interpersonal and communication skills.
- Innovative and passionate to support organisational transformation.
- Self-starter with ability to work under pressure and beyond stipulated hours.
- Must be comfortable working with figures/numbers.
- Team player who can actively participate in and coordinate successful teams.
- **Unquestionable integrity.**

Qualifications and Experience

- A degree in accounting or equivalent, and working towards membership of a professional body such as ICAZ, ACCA and CGI.
- Asycuda, SAP and TaRMS knowledge is a requirement.
- Three (3) years' experience in accounting and good with reconciliations
- Five (5) 'O' Levels including English Language, Mathematics and Science
- A clean class four (4) driver's licence is an advantage.

SUPPLY CHAIN OFFICER – PROCUREMENT MANAGEMENT UNIT – LEVEL 10 (1 POST)

Key Responsibilities

- Prepare order creation and placing the same with suppliers.
- Request for quotations for competitive bidding.
- Provide secretariat services and technical expertise to the lower Procurement Committee.
- Ensure the thresholds are adhered to as governed in the Procurement Regulations.
- Coordinate with suppliers to ensure timely delivery.
- Assist in monitoring contracts with respect to performance, deliverables and contract expiration dates.

- Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to the warehouse on time.
- Attend to open purchase requisitions in fulfilment of purchase orders.
- Monitor performance for competitive bidding.

Job Skills and Competencies

- Self- starter with ability to work under pressure and beyond stipulated hours.
- Unquestionable integrity.
- Good interpersonal and communication skills.

Qualifications and Experience

- A degree in Administration / Business Administration / Logistics / Supply Chain Management / Purchasing & Supply Management or equivalent.
- An MBA / MBL / MSc is an added advantage.
- Knowledge of SAP is an advantage.
- Full Chartered Institute of Purchasing and Supply (MCIPS) membership is an added advantage.
- At least one (1) year work experience in a Public Procurement Environment.

ACCOUNTING ASSISTANTS, RECONCILIATIONS – FINANCE – LEVEL 11 (4 POSTS)

Key Responsibilities

- Check daily bank balances and initiate pay overs of revenues for approval by the Accounting Officer/Supervisor.
- Perform daily bank reconciliation processes for allocated bank accounts.
- Verify and validate that all successful transactions have been correctly posted on the relevant revenue systems.
- Obtain reports of failed transactions, follow up with banks and clients for resolution, and facilitate their receipting where applicable.
- Clear all open items on a daily basis and ensure no outstanding items exceed 30 days.
- Monitor the performance of online platforms, including ASYCUDA, SAP, and TaRMS, for Single Account transactions, and promptly report discrepancies or system errors to the Supervisor.
- Validate transactions posted in TaRMS and ASYCUDA against corresponding bank statements to ensure accuracy and completeness.
- Submit monthly bank reconciliations statements for review and approval.
- Liaise with bank Relationship Managers on discrepancies and issues requiring the bank's intervention.

- Attend to and resolve client payment queries in a timely and professional manner.
- Produce reports as maybe be required from time to time.

Job Skills and Competencies

- Good interpersonal and communication skills.
- Innovative and passionate to support organisational transformation.
- Self-starter with ability to work under pressure and beyond stipulated hours.
- Must be comfortable working with figures/numbers.
- Team player who can actively participate in and coordinate successful teams.
- Unquestionable integrity.

Qualifications and Experience

- A degree in accounting or equivalent, and working towards membership of a professional body such as ICAZ, ACCA and CGI.
- Two (2) years' experience in Accounting environment and good with reconciliations
- Five (5) 'O' Levels including English Language, Mathematics and Science

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae by **29 May 2026**, 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.

