



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

- Excellent interpersonal, communication, and stakeholder engagement skills.
- Innovative, proactive, and passionate about supporting organisational transformation and continuous improvement.
- Self-motivated and able to work independently under pressure, including beyond normal working hours where required.
- Highly numerate, with the ability to analyse and interpret large volumes of financial data accurately.
- Hands-on experience in performing complex reconciliations involving high transaction volumes within tight reporting timelines.
- Strong organisational and time management skills, with a proven ability to meet demanding deadlines and deliver high-quality outputs.

- Demonstrated ability to work collaboratively as a team player while coordinating and leading cross-functional teams to achieve organisational objectives.
- Strong analytical, problem-solving, and decision-making skills.
- High level of attention to detail and commitment to accuracy.
- Unquestionable integrity, professionalism, and commitment to ethical standards.
- Proficient in the use of financial systems and Microsoft Office applications, particularly advanced Microsoft Excel, SAP, TaRMS and Asycuda.

Qualifications and Experience

- A degree in accounting or equivalent.
- A professional qualification with professional bodies such as ICAZ, ACCA, CIMA and CGI or at least working towards qualification.
- A minimum of 3 years Supervisory experience
- Five (5) years' experience in an accounting or audit environment
- Experience at managerial/team leadership or demonstrated supervisory skills.
- Traceable working knowledge and experience of using SAP and Asycuda are a **must**.

REGIONAL FINANCE & ADMINISTRATION MANAGER – FINANCE - LEVEL 7 (1 POST)

Key Responsibilities

- Account for all regional revenue collections and prepare accurate daily revenue flash reports for management.
- Monitor and review daily bank reconciliations and revenue analyses to ensure the completeness and accuracy of revenue records.
- Account and secure all cash resources, cash receipts and ensure provisional of relevant equipment and facilities for cash management and collection where relevant.
- Process refunds and other revenue-related payments in accordance with approved policies, procedures, and delegated authorities.
- Coordinate the preparation and consolidation of the Authority's regional expenditure budgets through engagement with all regional stations.
- Maintain comprehensive and up-to-date registers for all movable and immovable assets, ensuring proper asset control and accountability.
- Manage internal and external debtors and creditors to ensure effective receivables and payables administration.
- Drive the effective implementation of the Performance Management System by supporting staff development, performance improvement, and the achievement of sectional and organisational objectives.
- Provide day-to-day business support for revenue accounting systems, general administration, Real Estate management, fleet and equipment management.
- Develop annual maintenance plan and ensure effective implementation each year.
- Identify staff training and development needs and facilitate specialised training to enhance technical and operational competencies.
- Negotiate and administer regional contracts with key suppliers for vehicle servicing, office and staff accommodation, maintenance, security, cleaning, and other support services.
- Develop and submit the regional procurement plan covering motor vehicles, operational utilities, furniture and equipment, stationery, consumables, and contracted services.
- Ensure the timely and compliant disposal of obsolete assets and inventory in accordance with the Authority's policies, procedures, and applicable legislation.
- Monitor compliance with financial accounting policies, internal controls, and statutory requirements within the region.
- Prepare periodic management reports and provide financial information to support operational and strategic decision-making.
- Perform any other duties as may be assigned by the Regional Manager or Functional/Divisional head or other authorised officers.

Job Skills and Competencies

- Excellent interpersonal, communication, and stakeholder engagement skills.
- Innovative, proactive, and passionate about supporting organisational transformation and continuous improvement.
- Self-motivated and able to work independently under pressure, including beyond normal working hours where required.
- Highly numerate, with the ability to analyse and interpret large volumes of financial data accurately.
- Hands-on experience in managing asset bases of immovables and moveables.
- Strong organisational and time management skills, with a proven ability to meet demanding deadlines and deliver high-quality outputs.
- Demonstrated ability to work collaboratively as a team player while coordinating and leading cross-functional teams to achieve organisational objectives.
- Strong analytical, problem-solving, and decision-making skills.
- High level of attention to detail and commitment to accuracy.
- Unquestionable integrity, professionalism, and commitment to ethical standards.
- Proficient in the experience in use or auditing of financial systems and Microsoft Office applications, particularly advanced Microsoft Excel, SAP etc.

Qualifications and Experience

- A degree in accounting or equivalent, and working towards membership of a professional body such as ICAZ, ACCA, CIMA and CGI.
- Five (5) years' experience in accounting or audit environment.
- Experience at managerial/team leadership or demonstrated supervisory skills.

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae by **30 October 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 female candidates and people with disabilities are encouraged to apply and only shortlisted applicants will be responded to.

