

<https://udcorp.co.zw/job/accounts-clerk/>

Accounts Clerk

Description

The Urban Development Corporation (UDCORP) a Parastatal governed by the UDCORP Act [Chapter 29:16] is looking for a candidate to fill in a position which has risen in the finance department, reporting to the Management Accountant. Contract type – short term but can be extended.

Responsibilities

- Maintaining accurate and up-to-date financial records
- Ensuring compliance with local tax regulations, including timely filing of VAT, income tax, and other statutory reports.
 - Collaborating closely with the operational team to align financial goals with the organization's objectives.
 - Producing and analysing monthly, quarterly, and annual management accounts reports.
 - Assisting in the preparation of annual budgets, forecasts, and ad-hoc reports as required.
 - Reviewing, updating, and implementing existing internal accounting systems, while recommending new systems and controls to the Finance Manager where appropriate.
 - Reconciling financial ledgers and records on a monthly and ad-hoc basis.
 - Assisting in the preparation of year-end closings and accompanying financial reports.
 - Ensuring strict adherence to all deadlines for the submission of internal and external reports.
 - Responding promptly to finance and accounting queries from stakeholders.
 - Following up on debt collection processes
 - Update accounts payable and perform reconciliations
 - Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
 - Assist with reviewing of expenses, payroll records etc. as assigned
 - Performing any other duties as assigned.

Qualifications

- Solid Knowledge and Understanding of Accounting Principles
- A Bachelor's degree in Accounting, Finance, or a related field
 - At least 2 years' experience in a similar role with Debt collection background.
 - Working towards a Professional Qualification in accounting
 - Knowledge of Pastel Partner

Date posted

January 21, 2025

Contacts

Interested candidates should submit their CV, cover letter, and academic

transcripts
to recruitment@udcorp.co.zw. Please clearly indicate the position you are applying
for
in the subject line of your email. Application deadline, 28 February 2025