

## 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](mailto: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