

<https://udcorp.co.zw/job/financial-accountant/>

Financial Accountant

Description

Reporting to the Financial Controller

Purpose of the Job

The job exists to ensure timely preparation of financial statements as well as to ensure sound financial controls and regulatory compliance.

Responsibilities

The incumbent will be responsible for:

- Preparing accurate & timely monthly, quarterly and annual financial statements
- Conducting month-end & year end close processes & procedures
- Checking reconciliations & processing of accounting data & journals
- Maintaining cashbooks & reconcile bank accounts
- Reviewing petty cash schedules & reimbursements
- Maintaining the fixed assets register & ensure that the assets are adequately insured
- Preparing for internal & external audits to ensure that they are executed efficiently & timely
- Preparing period reports for management
- Providing insights on technical IFRS issues that arise in the Corporation's operations and ensuring compliance thereof
- Managing internal control operations and ensuring adherence to the policies and procedures
- Implementing risk management policies

Qualifications

Qualifications & Experience

- Bachelor's Degree in Accounting
- A Post Graduate qualification such as Chartered Accountant (ICAZ), (ACCA) or (CIMA) is an added advantage
- At least 5 years relevant work experience in a similar position
- Computer literacy, high proficiency in MS Office and Accounting Packages is a must

Date posted

February 5, 2020

Contacts

Applications & CV's should be submitted on or before 9 February 2020 to:

The Head of Management Committee, Urban Development Corporation, 8th Floor Trust Towers, 56 Samora Machel Avenue, P Bag 7744, Causeway, **HARARE**

OR

Email: recruitment@udcorp.co.zw

Emails should clearly state the position applied for in the subject line.