

<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](mailto:recruitment@udcorp.co.zw)

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