



## **ADVERT – ASSISTANT ACCOUNTANT**

The position requires exceptional skills and experience, as well as superior interpersonal, and leadership skills. The incumbent will report to the Accountant in the Division.

### **1. JOB DESCRIPTION**

- **Financial Reporting:**

- Assist in producing monthly and annual management accounts.
- Capturing of general journals as directed by the accountant.
- Ensure credit notes and debit notes passed are authorised and supported.
- Ensure integrity of data captured into SAGE Accounting System.

- **Reconciliations:**

- Ensure reconciliations file is ready for review by the second week of each month.
- Supplier statements are fully reconciled before payments are initiated.

- **Statutory Returns:**

- Fiscalised Input tax invoices are archived in a file.
- All invoices sent to customers are fiscalised and charged correctly.
- Assist in clearing variances on payroll deduction schedule.

- **Payroll Deductions:**

- Ensure timely submission of payroll deductions such as bank loans, staff garnishes, insurance, medical aid.
- Coordinate and lead quarterly stock counts at off station sites.

- **Stock Count:**

- Conduct variance investigations and reporting thereon.
- Supervision of accounts clerks (Stores, Inventory, Invoicing, Debtors, Payments Creditors & Cashbook Sections).

- **Reports:**

- Preparation of weekly, monthly and other financial reports as requested by management.
- Sales and receipts reconciliations and ensure intact banking. Ensure adherence to financial controls.
- Attending to internal and external queries relating to finance.

## **2. QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES**

- Qualified with a degree or Diploma in Accounting or Finance.
- 2-years work experience
- Should be a mature team player with the ability to work in an environment with competing priorities.
- A good team player with excellent communication and interpersonal skills.

Interested candidates should submit their applications together with a detailed CV, certified copies of academic and professional qualifications clearly indicating the position being applied for to the Human Resources Division or email to:

[hr@kutsaga.co.zw](mailto:hr@kutsaga.co.zw) not later **than 15 November 2023**.