

## Accountant

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Company: Recruitment Matters

Location: Lusaka

Category: other-general

### Overview

Our client is looking for a well experienced and driven Accountant to join their team;**Duties and responsibilities include but are not subject to;**

Complying with all company, local, state, and federal accounting and financial regulations.

Compiling, analyzing, and reporting financial data.

Creating periodic reports, such as balance sheets, profit & loss statements, etc.

Presenting data to managers, investors, and other entities.

Maintaining accurate financial records.

Performing audits and resolving discrepancies.

Computing taxes.

Keeping informed about current legislation relating to finance and accounting.

Assisting management in the decision-making process by preparing budgets and financial forecasts.

Preparation of Trial Balance, Monthly Management Accounts & year-end financial pack.

Preparation of operational cash-flows.

Accurate maintenance of Creditors and the Accounts Payable Ledger.

Accurate maintenance of Customers and the Accounts Receivable Ledger.

Timely and complete recovery of staff debtors.

Accurate maintenance of Cash Book records and petty cash.

Accurate maintenance of intercompany ledger records.

Attending to internal and external financial Audits.

Management and supervision of Payroll Processing.

**Key Skills;**

Strong analytical, communication, and computer skills.

Understanding of mathematics and accounting and financial processes.

Ethical behavior.

Attention to detail.

Highly organized and detail oriented.

Excellent accounting and communication skills.

Strong supervisory and management skills.

**Key Qualifications;**

Degree in accounting, finance, ACCA, ZICA, CIMA or in a related field.

5 years previous experience as an accountant.

Member of ZICA.

Strong computer skills and knowledge of accounting software programs and Microsoft excel

Knowledge of Sage, Pastel

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