

## Accounting Manager

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Company: Recruitment Matters

Location: Lusaka

Category: other-general

### Overview

Our client is looking for an Accounting Manager to add value to the company through the provision of accounting and financial management

support to all functions of their company to join their team;**Duties and responsibilities include but are not subject to;**

Daily Reporting of Budgets and cash flow projections

Oversee the invoicing processes and other customer care functions

Reporting of earnings and management accounts

Overall accountability for petty cash handling and ATM withdrawals

Checking for incoming funds coming from customers and updating the internal system upon arrival to allow for invoicing of goods. Following up on stale POPs to ensure that they are removed from the system

Upload of outgoing payments to banking portals and subsequent disbursement of POPs by uploading it to the internal system

Processing Credit notes and subsequent refunds

Checking all orders to ensure that documents comply with statutory requirements and ensuring that payments are done timeously

Tracking monthly payment obligations and ensuring that accounts are kept up to date

Processing of payroll and corresponding statutory payment requirements

Processing ZRA returns and payments timeously

Processing and balancing pastel postings

Checking that all postings are done timeously and accurately

Ultimately will take on leadership of accounts team

### **Key Skills;**

Strong mathematical skills

Understanding of accounting principles and processes

Excellent communication skills.

Disciplinary handling ability

Attention to detail and accuracy

Leadership of team members.

Disciplinary handling ability.

Analytical skills.

Ability to work in a fast paced and high-pressure environment

Problem solving

Organised

### **Qualifications;**

Accounting or financial degree or diploma

Or, Qualification by experience – minimum of 5 years in a similar role

Running accounts department within Zambia

Accuracy in processing

Maintaining accounting standards

Understanding and application of overarching accounting principles

Computer literacy – proficiency in Outlook, Word and Excel

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