





ZIDA
ZIMBABWE
INVESTMENT &
DEVELOPMENT
AGENCY

Unearthing Potential!

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WE ARE HIRING!

ASSISTANT ACCOUNTANT: 2 POSTS

PURPOSE:

Assists the Accountant across all key Finance Department functions

KEY RESPONSIBILITIES

- Prepares monthly financial statements
- Uploads financial information into appropriate software programs
- Prepares and maintains accounting files, reports and data for financial reporting
- Prepares invoices as and when required
- Collects revenue
- Reconciles accounts including general ledger, suppliers and customer accounts
- Processes payments for suppliers as they fall due
- Engages with internal customers
- Performs other administrative duties as assigned by supervisor

SKILLS, QUALIFICATIONS AND EXPERIENCE

- A Bachelor's degree in Accounting
- A professional qualification (ACCA, CIMA, CIS) is an added advantage
- At least 2 years work experience in a similar role
- Strong attention to detail
- Ability to analyse and understand financial data
- Excellent written and verbal communication skills
- Good organizational skills
- Ability to work well under pressure
- Ability to handle multiple tasks and deadlines
- Knowledge of appropriate software programs (Pastel and SAP)

To apply access this link <https://survey.zohopublic.com/zs/0ERYxD> The closing date for receipt of applications is **16 May 2023**

About Zimbabwe Investment Development Agency

The Zimbabwe Investment and Development Agency (ZIDA) is the country's investment promotion agency, responsible for promoting and facilitating both local and foreign investment in the country. It came up as an integration of three investment authorities, which were previously housed in different Government Ministries and Departments. The promulgation of the ZIDA Act, which repealed the Zimbabwe Investment Authority Act; the Special Economic Zones Act; and the Joint Ventures Act, provides a clear and comprehensive legal and regulatory framework for conducting investment activities, by both domestic and foreign investors in the country. ZIDA operates a One Stop Investment Services Centre (OSISC), which provides investment services ranging from investment analysis, company registration, tax registration and clearance, licencing, connecting to all necessary utilities.