



ZCAS UNIVERSITY

EMPLOYMENT OPPORTUNITY

ZCAS University is a Tier 1 University registered under the Higher Education Authority Act No. 4 of 2013 as amended by Higher Education (Amendment) Act No.23 of 2021, offering Bachelor's degree, Master's degree and Doctorate degree programmes on full-time, part-time, and distance educations modes of study.

ZCAS University has a diverse student population with many coming from neighbouring countries such as Zimbabwe, Malawi, Namibia, Botswana, and Democratic Republic of Congo while others come from as far out as China and India. The University encourages diversity and inclusivity in its academic and support workforce. It is conveniently located in the Central Business District of Lusaka.

ZCAS University invites applications from suitably qualified and experienced persons to fill the following position.

ACCOUNTS ASSISTANT - PAYABLES (1)

REPORTING TO: FINANCIAL ACCOUNTANT

1 PURPOSE OF THE JOB

To carryout accounting duties; data input, payment processing, reconciliations and maintenance of accounting related documents and records in accordance with the ZCAS University (ZCASU) accounting policies for effective monitoring and safeguarding of assets and production of accurate and timely financial reports.

2 MAIN DUTIES AND RESPONSIBILITIES

- i. Reconcile all receipts as captured by the cashier and on bank statements before banking.
- ii. Secure cash in-hand and in-transit to and from the banking facility.

- iii. Process payments with accuracy, completeness, and promptness according to the approved time interval.
- iv. Ensure all cheque/EFT payments are recorded in the cheque/EFT register.
- v. Provide accurate financial information for periodic management reporting.
- vi. Maintain an accurate record of accounts payables.
- vii. Reconcile supplier/payables accounts.
- viii. Effect adjustments to customer and/or suppliers accounts as approved by the Financial Accountant by way of journal entries.
- ix. Provide immediate access to information under custody to authorized users.

3 QUALIFICATIONS AND EXPERIENCE

- i. Grade 12 School Certificate with at least five credits including English and Mathematics or equivalent.
- ii. Diploma in Accountancy or part-qualified (ACCA, ZICA, CIMA, CA Zambia).
- iii. One (1) year of relevant work experience.
- iv. Able to work with accounting systems such as Sage 200 Evolution will be an added advantage.

4 PERSONAL ATTRIBUTES

- i. Presentable and neat.
- ii. Ability to pay attention to detail.
- iii. High level of integrity, confidentiality, and initiative.
- iv. Customer service orientation.

The position applied for should be clearly stated in the application letter and marked on the envelope.

Interested persons should send their applications including Curriculum Vitae (with at least three traceable referees), Grade 12 Certificate, and certified copies of academic and professional certificates to:

Registrar
ZCAS University
P.O. Box 50497 RW
LUSAKA

Or Email: registrar@zcasu.edu.zm

Closing Date: Friday 22nd September 2023. Only short-listed candidates will be contacted.

ZCAS University is an Equal Opportunity Employer.