



JOB OPPORTUNITY

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

JOB TITLE: CHIEF ACCOUNTANT (1 POSITION)

Job Purpose: To provide strategic and operational leadership in the accounting function of ZCAS University by ensuring accurate and timely financial reporting, sound internal controls, compliance with statutory obligations, and effective financial planning in support of the University's strategic objectives.

Key Responsibilities:

The Chief Accountant will be responsible for, among other duties to:

1. Prepare monthly management accounts for review by the Chief Financial Officer.
2. Review and ensure accuracy of bank reconciliations and other control accounts.
3. Oversee the month-end closing process, ensuring all cut-offs and accruals are properly effected.
4. Liaise with both internal and external auditors, ensuring timely completion of audits and resolution of audit findings.
5. Supervise, mentor, and manage the performance of accounting staff, including administering performance contracts and appraisals.
6. Ensure compliance with statutory and regulatory requirements, including tax, pensions, and other remittances.
7. Lead the process of budget consolidation and preparation of the draft annual budget for management and board consideration.

8. Prepare monthly cashflow projections and monitor liquidity to support operational and investment decisions.
9. Strengthen internal controls and accounting processes in line with best practices and University policies.
10. Provide technical accounting support and advice to management and other departments.

Qualifications and Experience

1. Full professional qualification in ACCA, CIMA, or CA Zambia (CAZ).
2. A Bachelor's Degree in Accounting, Finance, or a related field.
3. At least 10 years of progressive work experience in accounting and finance, with a minimum of 4 years at managerial level.
4. Prior experience in an Audit firm at Manager level will be an added advantage.
5. Strong knowledge of IFRS, budgeting, and financial reporting standards.
6. Demonstrated ability to lead teams, meet deadlines, and maintain high levels of integrity and accuracy.
7. Proficiency in different accounting packages.
8. Member of ZICA.

Key Competencies and Attributes

1. Strong analytical and problem-solving skills.
2. Excellent leadership, interpersonal, and communication skills.
3. High attention to detail and professional judgment.
4. Proficiency in accounting systems and Microsoft Excel.
5. Commitment to continuous improvement and institutional excellence.

Mode of Application:

Eligible candidates who meet the above criteria are invited to submit an application consisting of the following: a motivation letter outlining their suitability for the role, a detailed Curriculum Vitae with three traceable referees, and certified copies of academic and professional qualifications. All documents **must** be merged and submitted as a **single PDF file**, addressed to:

**The Registrar
ZCAS University
Lusaka, Zambia**

Applications should be submitted via email to: recruitment@zcasu.edu.zm

Note that no hard copy applications shall be accepted.

Closing Date: Wednesday 5th November 2025. Only short-listed candidates will be contacted.

ZCAS University is an Equal Opportunity Employer.