



## ZAMBEZI RIVER AUTHORITY

### JOB OPPORTUNITY

#### MANAGEMENT ACCOUNTING ANALYST

Zambezi River Authority is seeking a highly motivated, suitably qualified and experienced Zambian national to be engaged to carry out Management Accounting duties for a period of five (5) five months under the Finance Department, to be based at Head Office, Lusaka.

#### **JOB PURPOSE**

To process, analyze, design and generate reports that aid Management Accounting control and reporting.

**Under the supervision of the Management Accountant, the Management Accounting Analyst will carry out the following key responsibilities:-**

- 1 Printing and analyzing ledger accounts and recommend corrective measures to be undertaken.
- 2 Designing and producing reports for effective budgetary control on all budget lines.
- 3 Producing budgetary control reports for submission to Departmental / Sectional Heads on Monthly basis.
- 4 Providing analytical information on variances below or over set limits.
- 5 Analyze internal and external financial information for budgeting purposes and decision making.

- 6 Uploading Budget on to SAP system and recommending creation of accounts in the System to the Management Accountant for final approval.
- 7 Extraction and collection of various information to enable the Management Accountant to prepare relevant reports.
- 8 Ensuring that all Management accounts are supported by Bank reconciliation and all other reconciliation Schedules.
- 9 Performing any other duties within the scope of the job assigned from time to time by Superior.

## **QUALIFICATIONS & EXPERIENCE**

### **General Education:**

- (5) Five 'O' Levels with credits or better; in English, Mathematics and any Science subject;

### **Academic / Professional Qualification:**

- Degree in Finance and Accounting or equivalent
- Full CIMA or ACCA or ZICA
- ICT knowledge: knowledge of integrated accounting software/system e.g. SAP

### **Experience**

- **Minimum Experience:** Five (5) years of relevant experience

### **Certifications**

Member of ZICA

## **OTHER KEY COMPETENCES**

- a) Decision Making
- b) Initiative

- c) Numerical and Analytical Skills
- d) Effective Communication Skills
- e) Quality Orientation
- f) Report Writing Skills

**EMPLOYMENT TYPE: Temporary Basis**

***Please take notice that in a quest to ensure that the Authority achieves one of its strategic goals regarding Workplace Gender Equity and Equality, female candidates are encouraged to APPLY.***

**APPLICATION PROCEDURE**

Written application letters together with detailed CVs and certified photocopies of academic & professional certificates should be forwarded to the **Senior Manager – Human Resource and Administration:**

Zambezi River Authority  
Kariba House  
32 Cha Cha Road  
P.O. Box 30233  
**LUSAKA,**

**CLOSING DATE FOR RECEIVING APPLICATIONS WILL BE 17<sup>TH</sup> NOVEMBER 2023**

**(ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED)**