

ASSISTANT MANAGEMENT ACCOUNTANT -REGIONAL x 2

COME JOIN OUR TEAM

Applications are invited from suitably qualified and experienced personnel to fill the above-mentioned position in the Finance Department. The incumbent will report to the Management Accountant and will be based at Southern and Eastern Regional Offices.

MINIMUM QUALIFICATIONS

- Degree in Accounting/Finance
- Corporate membership to a professional body e.g. CAZ, ACCA, CIS, CIMA.
- 5 Ordinary level passes including English Language and Mathematics
- A postgraduate qualification is an added advantage.
- Minimum of two (2) years relevant experience.

CORE COMPETENCIES

- Strong analytical and numerical skills
- Solid understanding of accounting principles, financial reporting, and internal control systems.
- High level of computer literacy (SAP experience preferred).
- Good interpersonal and team management skills
- Risk Management Skills

KEY RESPONSIBILITIES

Financial Reporting and Analysis:

- Assist in preparing monthly management accounts and financial reports.
- Analyse financial data to identify trends, variances, and insights.
- Prepare the Annual Audit file for the Region
- Supervision and execution of inventory control functions, including stock reconciliations, physical verification and ledger updates.
- Ensure adequate controls are in place to ensure compliance with regulations as well as operational efficiency.
- Administer all payments within the Region on daily basis.

- Ensure all Regional accounts are reconciled as per procedure.

Budgeting and Forecasting:

- Support the preparation of budgets and forecasts.
- Consolidate Regional budgets for submission to Head Office
- Monitor actual performance against budgets and report variances.

Cost Control and Management:

- Assist in cost analysis and control activities.
- Support cost-saving initiatives.
- Accounting Processes:
 - Help in maintaining accurate records of financial transactions.
 - Assist with reconciliations of accounts.

Compliance and Controls:

- Ensure adherence to financial policies and procedures.
- Support audits and internal control processes.

Administrative Support:

- Prepare supporting documentation for financial reports.
- Assist with general administrative tasks related to finance.
- Ensure all contracts within the Region are complying to laid down procedures and kept in a safe place.

Applications accompanied by detailed Curriculum Vitae and Certified Copies of qualifications should be emailed to recruitment@gmbdura.co.zw not later than **9 September, 2025**.

Only shortlisted candidates will be contacted.