



EMPLOYMENT OPPORTUNITY

The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) is a body corporate established under the Technical Education, Vocational and Entrepreneurship Training (TEVET) Act No. 13 of 1998 and the TEVET (Amendment) Act No. 11 of 2005.

TEVETA was established to regulate, monitor and co-ordinate Technical Education, Vocational and Entrepreneurship Training in consultation with industry, employers, workers and other stakeholders.

TEVETA wishes to recruit a suitably qualified and experienced Zambian to fill the following vacant position on short-term basis.

TEMPORARY ACCOUNTS OFFICER

1. Job Purpose

The assist with the external audit preparations.

2. Duties and Responsibilities

These include.

- Analyze accounting information in readiness for data capture into sage evolution
- Raise and reconcile customer invoices
- Raise reconcile supplier invoices
- Capturing data. i.e imprest & cashbook
- Ensure that documents are completed in readiness for the audit
- Perform any other duties as assigned by the Superiors

3. Minimum Qualifications, Knowledge, Skills, and Experience:

3.1. Education Qualification

- Grade 12 certificate or equivalent
- ZICA level 2, ACCA level 2, CIMA or the equivalent, Diploma in Accountancy
- Member of ZICA

3.2. Knowledge

- Solid knowledge of financial and accounting procedures.
- Knowledge of public financial regulations.
- Preparation of basic financial reports

3.3. Skills

- Proficient in Microsoft Word, Excel
- Advanced MS Excel skills.
- Excellent analytical and numerical skills.
- Sharp time management skills.
- Attention to details

3.4. Minimum Relevant Experience

- Proven three years post qualifying experience as an Accounts Officer or similar role.
- Proven experience of using financial software. i.e., sage evolution

Please send your letter of application and curriculum vitae be addressed to:

The Director General
Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA)
Bird Cage Walk, Longacres
Private Bag RW 16X
LUSAKA

Correspondence will only be conducted with short listed candidates. Should you not hear from us, please consider your application unsuccessful.

The closing Date for receiving applications is 11th September, 2024