



# THE UNIVERSITY OF ZAMBIA

## EMPLOYMENT OPPORTUNITIES

Applications are invited from suitably qualified and experienced persons to fill the following positions at the University of Zambia:

### **CHIEF ACCOUNTANT, FINANCIAL REPORTING - 1 POSITION**

**PURPOSE:** To manage the processing of financial transactions, budget preparation and the budgetary control process in accordance with the University's financial regulations in order to ensure production of accurate and timely financial reports.

#### **RESPONSIBILITIES:**

- Preparing and ensuring adherence to work plans;
- Ensuring the preparation of accurate and timely financial statements, financial reports in order to facilitate decision making.
- Ensuring efficient and effective financial planning, analysis and forecasting in order to facilitate decision making.
- Ensuring timely preparation of budgets, budget performance reports and implementation of budgetary system through accurate analysis of financial data in order to enhance accountability;
- Ensuring availability and control of cash in order to facilitate optimum utilisation of financial resources;
- Implementing effectively internal controls in order to ensure compliance with the University's financial guidelines;
- Ensuring efficient and effective processing of financial transactions in accordance with the University's financial regulations in order to enhance accountability;
- Ensuring provision of draft responses to internal and external audit queries in order to enhance transparency and accountability;
- Supervising and appraising subordinate staff; and
- Ensuring the preparation of quarterly and annual operational performance reports.