



The Patents and Companies Registration Agency is inviting applications from suitably qualified, dynamic, self-motivated, and experienced persons to fill the position of Accounts Assistant to be based at its Chipata Regional Office.

## **ACCOUNTS ASSISTANT X 1**

### **JOB PURPOSE**

To assist in the provision of timely and accurate financial information. The successful candidate will report to the Assistant Accountant and will be responsible for:

- Timely preparation of bank reconciliation statements;
- Timely processing of payments;
- Timely receipting and banking of Government revenue;
- Efficient management of fuel for the office pool vehicle;
- Timely retirement of, and request for operational funds;
- Systematic filling of all accounting documents; and,
- Management of Fixed Assets at the regional office.

### **Qualifications and attributes:**

- Full Grade 12 Certificate
- CA Application Advanced Diploma in Accountancy/ ACCA Advanced Diploma in Accounting and Business/ CIMA Advanced Diploma in Management Accounting or equivalent.
- Minimum of three (3) years proven relevant experience in a similar position in a reputable organisation.
- Good Interpersonal and Communication Skills
- Must be a member of ZICA
- Experience in working with Pastel Accounting package
- Excellent Microsoft excel and word skills
- Analytical skills
- Ability to maintain confidentiality
- Integrity
- Trustworthy
- Proactive
- Team Player
- Ability to work under pressure with minimum supervision

### **HOW TO APPLY:**

Suitably qualified and interested persons should send their application letters together with a detailed Curriculum Vitae with three (3) traceable referees and

certified copies of academic and professional qualifications to in a sealed envelope and marked "ACCOUNTS ASSISTANT" to:

**The Human Resource & Administration Manager  
Patents and Companies Registration Agency  
P. O. Box 32020  
LUSAKA**

**The deadline for receiving Applications is Wednesday 8<sup>th</sup> December 2021  
at 17.00 hours.**