



PHARMACISTS COUNCIL OF ZIMBABWE

Vacancy Announcement: Finance Officer

The Pharmacists Council of Zimbabwe [PCZ] is inviting applications from suitably qualified and experienced persons for the post of **Finance Officer**:

Reporting to the **Registrar**, the incumbent will be responsible for the following among other related duties:

- Plan and manage Council's financial department
- Provide financial advice to Council
- Prepare annual budgets
- Prepare monthly financial management reports
- Prepare financial reports and statements for annual audits
- Ensure compliance with relevant financial regulations
- Review and maintain internal financial controls
- Manage Council Assets and asset procurement plans
- Managing Council's creditors and debtors accounts
- Cash flow management
- ICT management
- Payroll management

The successful candidate for the post should have the following qualifications, attributes and skills:

- Be a holder of a Bachelor of Finance or Accounting degree
- Be a holder or studying towards a professional qualification such as CIS, CIMA, ACCA
- Have at least three [3] years in a similar position
- Have strong financial management and reporting skills
- Have knowledge of payroll, computerized accounting and financial reporting systems
- Excellent leadership and interpersonal skills

The PCZ is an equal opportunity employer and female graduates are encouraged to apply.

Applicants should submit an application letter, a curriculum vitae, certified copies of certificates and expected remuneration package to:

The Registrar
Pharmacists Council of Zimbabwe
2 Cork Road Belgravia Harare, P O Box CY 2138 Causeway, Harare
Email: admin@pcz.co.zw

Closing date: Tuesday 24 November 2020