



"ALL ONE IN CHRIST"

THE UNITED CHURCH OF ZAMBIA

LUSAKA PRESBYTERY

Burma Road
P.O. Box 50035
15101 Ridgeway
Lusaka, Zambia
Tel: +260 211 255125
E-mail: uczipres@zamnet.zm

JOB ADVERTISEMENT: BOOKKEEPER

Job Description

- Coordinate the Book store and conduct stocktaking.
- Responsible for receipting of cash / cheques.
- Responsible for banking of all receipt.
- Responsible preparation of payment request.
- Responsible for statutory contributions preparation.
- Responsible for preparation of Bank reconciliation for the project account.
- Shall be incharge of for all accounting responsibilities of the United Voice Radio Station including preparation of financial statements.

Skills and Attributes:

- Good numeracy and Analytic skills
- Good communication skills
- Attention to detail
- Ability to work under pressure and with minimum supervision
- High levels of integrity

Minimum qualifications:

Full Grade 12 School certificate
Diploma in accountancy or part qualified ZICA
Must be a member of ZICA
Must be a Zambia

Experience

Atleast 2 years' experience in similar role (with at least 2 traceable references)
Experience in working with an accounting package will be added advantage.
Able to use Microsoft office.

Mode of Application

Hand written letters of application, with CV and certified copies of qualifications (including ZICA membership) must be submitted.

**The Presbytery Bishop
UCZ Lusaka presbytery
Burma Road
P.o Box 50035
Lusaka, Zambia**

Deadline for submission of Applications:

All applications must be received by end of day Wednesday 30th November, 2022.