



EDEN UNIVERSITY EMPLOYMENT OPPORTUNITY

The University seeks the services of highly motivated individuals to join its team of skilled professionals. Applications are invited for the positions of **Head Teacher (1)** and **Assistant Financial Accountant (1)**.

Head Teacher (1)

Job Purpose: *To deliver the highest standard of education to the students, supporting Teachers and staff and ensuring an overall safe and successful school environment.*

Qualifications, Experience and Skills

- Grade 12 Certificate
- Bachelor's degree in education or related field
- The applicant must be registered with the Teaching Council of Zambia with a valid practicing license
- Three (3) years minimum working experience in a similar role or at Senior Management level of a School.
- Excellent decision-making skills
- Analytical skills
- Excellent oral and written communication skills
- Negotiating skills

Key Responsibilities

- Lead, organize and manage the school
- Maintain proper order and discipline in the school; and be in charge of, and supervise, the education of pupils.

- Ensure that a high-quality Secondary School Education is provided to the learners leading to successful admission into a tertiary institution.
- Prepare and maintain budgets.
- Maintain all stock and equipment and other learning tools for the School
- Carry out efficient administration, ensuring that all school curriculum activities are carried out efficiently, targets are met on time and all correspondence carried out efficiently.
- Increase the enrolment number of pupils
- Conduct GCE Exams in line with the Examinations Council of Zambia (ECZ).
- Liaise with Ministry of Education and other learning institutions.

Assistant Financial Accountant (1)

Job Purpose: *To assist the Financial Accountant in the provision of all financial and related administrative functions in the University. The job holder will be required to complete routine accounts tasks, ensuring accurate financial data is being captured to preparing and maintaining financial reports.*

Qualifications, Experience and Skills

- Full Grade 12 School Certificate with a minimum of five credits and mathematics as one of the credits.
- Bachelor's degree in Accounts, CA, ACCA, CIMA
- A minimum of three (3) years in a similar position with proven experience with some basic level of supervisory exposure.
- Basic computer knowledge with proficiency in Sage or Pastel
- Fully paid-up member of the Zambia Institute of Chartered Accountants (ZICA).

Key Responsibilities

- Assist in ensuring that accounting records are captured accurately, supervise and monitor posting of Revenue and Expenses for departmental or Unit accounts; ensure revenue and expenditure posting complies with reporting requirements, university policy and standard accounting procedures.

- Assist in the management and reporting on the liquidity of the university on a daily basis and weekly basis. This will involve planning cash flow forecast, cash position statements and reporting against forecast using information from the long and short term cash flow forecasts.
- To assist in maintaining knowledge of current tax legislation, labour laws, accounting regulations and standards to enable accurate capturing of financial data and provide accurate financial advise to management.
- Assist in Planning for new semester in advance and mobilizes required resources to ensure smooth student enrolment in terms of invoicing and receipting during peak periods. Supervises the receipting exercise to ensure that students making payments are promptly and receipted.
- Help in continuously improving the financial accounting process to ensure they are completed effectively and efficiently as part of the year end audit process.
- Assist in developing and review of financial reports in accordance with any agreed timescale, including ad-hoc requests received from the finance Director, other Finance Staff or HR or other end users.
- Take control of month end processes by ensuring that weekly and monthly reconciliation of Bank accounts, customer statements and supplier statements are carried out in compliance with the university internal control system and taking the lead in the reconciliation of relevant control accounts and their related correcting entries and completing the aforementioned year end activities to agreed deadlines.
- To be proactive and taking the lead in ensuring compliance to processes and procedure as they relate to accounting system; compliance to approval systems of payment vouchers, correcting entries and other financial reports.
- Assist to develop reports and provide regular reporting on key performance indicators as agreed by the Finance Director
- To provide excellent customer service, manage and maintain good relationship with the internal and external stakeholders.
- Assist in liaising with the external auditors, ensure controls are in place and ledger accounts are reconciled to deliver a clean audit each year. Attend to and resolve audit

queries as they relate to financial accounting in a manner acceptable to internal and external auditors.

- Verify balances in ledger accounts and rectify discrepancies.
- Updating all expenses in the respective cash books.
- Maintain an up-to-date supplier ledger for all the suppliers and ensure that the ledger, are up to date on a monthly basis.
- Ensure that the monthly depreciation Journal has been posted in Sage.
- Ensure all accounting related disputes and requests for clarification are resolved and responded to in a timely manner.
- Ensure maintenance of all daily filing of documents needed are done on that particular day.
- Work closely with all departments to come up with solutions to systems and control problems.
Completing departmental financial reports on revenue, expenses and profitability.
- Carry any other duties commensurate with the grading of the post as may be directed by the post holder's line manager

Application procedure

Interested Candidates are requested to submit their CVs, academic and professional qualifications and proof of experience to;

The Registrar
Eden University
P.O BOX 37727
Barlastone Park
LUSAKA

Or email to barbara@edenuniversity.education

Closing Date: 14th October, 2022

Eden university is an equal opportunity employer based on the principal of merit