



MULUNGUSHI UNIVERSITY
Pursuing the frontiers of knowledge
JOB OPPORTUNITY

The Council of Mulungushi University is inviting suitably qualified and sufficiently motivated individuals to apply for the following positions in the University: -

1. Financial Accountant (1 position)

Job purpose: This is a senior Management position in the University and reports to the Chief Financial officer. The Financial Accountant is responsible for maintaining the financial activities of the University entities and prepare consolidated final accounts in line with international accounting standards in order to achieve profitability targets as set out by the University.

Job Accountabilities:

The main accountabilities for the Financial Accountant are as follows:-

- i. Development of accounting processes, procedures and internal controls
- ii. Consolidating accounts preparation and statutory reporting for both internal and external stakeholders
- iii. Liaising with External Auditors in order to assist in satisfactory completion of audit work on year- end statutory accounts
- iv. Monitor and control the cash flow of the University and ensure timely payment to the University creditors
- v. Ensuring accurate recording of students' finance and production of student debtors invoices
- vi. Produce timely reconciliation of the student debtors and follow-up on debt collection
- vii. Devise treasury management techniques that benefit the University
- viii. Manage and supervise a team of financial accounting staff
- ix. Undertake any adhoc duties assigned by the Chief Financial Officer

Required academic and professional qualifications:-

The following are the minimum requirements for the suitable candidate:-

- i. A Grade 12 School Certificate with 5 'O' Levels that must include Mathematics and English Language
- ii. A relevant University degree /CA/ACCA/CIMA and full ZICA Membership
- iii. Five (5) years working experience, three (3) of which must be on the same or similar position
- iv. Must have strong leadership skills and should be able to manage and lead all accounts staff
- v. Excellent written and oral communication skills
- vi. Must possess good interpersonal relations and be able to work with minimum or no supervision. Must ensure disciplined subordinate staff as well as provide extended leadership to accounting officers scattered across the various units of the University
- vii. Highly numerate job which requires accuracy at numbers in order to be able to reconcile and prepare accounting statements
- viii. Ability to analyse and interpret data logically in order to assist Management to arrive at constructive decisions
- ix. Must be computer literate, proficient in Microsoft Excel and conversant with modern accounting packages such as Sage 300, ACCPAC, PASTEL or Sun Systems
- x. Must be a fully paid up member of ZICA/ACCA/CIMA



2. Management Accountant (1 position)

Job purpose: This is a senior Management position in the University and reports to the Chief Financial officer. The Management Accountant is responsible for preparing quarterly and monthly management accounts for Management and Council consumption and coordinates costing processes/procedures in the University.

Job accountabilities:-

The main accountabilities for the Management Accountant are as follows:-

- i. Preparation of annual budgets as well as medium term expenditure frameworks and facilitation of submission of the same to the University Council
- ii. Development of internal controls and strict adherence to the Financial Regulations and the University Act
- iii. Ensuring that all University property is appropriately insured against damage or loss and that correct premiums are paid on due dates
- iv. Timely managing the preparation of monthly payroll and payment of salaries/wages in accordance with the University's laid down guidelines
- v. Continuous development of computerization of the accounting and management systems
- vi. Development and production of monthly management accounts
- vii. Continuous development and production of the Fixed Assets Register
- viii. Ensuring purchases of goods and services are within the budgetary parameters and that procurement rules and regulations are followed at all times
- ix. Supervising all Cost Accountants in the day to day running of their respective units
- x. Ensure that the general management of accounting functions are carried out
- xi. Perform any adhoc assignment as may be delegated by the Chief Financial Officer

Required academic and professional qualifications:-

The following are the minimum requirements for the suitable candidate:-

- i. A Grade 12 School Certificate with 5 'O' Levels that must include Mathematics and English Language
- ii. A relevant University degree /CA/ACCA/CIMA
- iii. Five (5) years of working experience, three (3) of which must be in a similar position
- iv. Must have strong leadership skills and should be able to manage and lead all accounts staff
- v. Excellent written and oral communication skills
- vi. Must possess good interpersonal relations and be able to work with minimum or no supervision.
- vii. Must ensure disciplined subordinate staff as well as provide
- viii. Highly numerate job which requires accuracy at numbers, to be able to reconcile and prepare accounting statements
- ix. Ability to analyse and interpret data logically in order to assist Management to arrive at constructive decisions
- x. Must be computer literate, proficient in Microsoft Excel and conversant with modern accounting packages such as Sage 300, ACCPAC, PASTEL or Sun Systems
- xi. Must be a fully paid up member of ZICA/ACCA/CIMA

LIBRARY ASSISTANT (1 position)

Job Purpose: To perform basic library routines and provide assistance towards the development, promotion and delivery of library services.



Main Duties and Accountabilities

- i. Manning service points (Circulation Desk, Short Loans Section, etc)
- ii. Library membership registration
- iii. Rendering assistance to library users during evening and weekends on rotational basis
- iv. Carry out end processes (labelling, stamping, securing library materials, etc)
- v. Shelving and shelf reading
- vi. Any other duty assigned by the Supervisor

Job Requirements:

- i. A Grade 12 School Certificate with at least five (05) credits that must include English Language and Mathematics
- ii. Certificate in Library Studies (Cert. IT)
- iii. Good communication and interpersonal skills
- iv. Willingness to work in a shift system, including during weekends and during evenings
- iv. Self-motivated
- v. Computer Literate

MODE OF APPLYING

Candidates meeting the stated requirements are required to submit their applications in **hard copy**, to which must be attached an updated Curriculum Vitae, certified copies of academic and professional certificates and a copy of their National Registration Card. The Curriculum Vitae must provide full personal particulars including full name, date of birth, qualifications, employment history and experience, date of availability, mobile contact number, e-mail address, name and address of three traceable referees, two of whom should be professionally acquainted with the candidate and one character referee.

The Registrar
Mulungushi University
P O Box 80415
KABWE

Closing date for receipt of applications is 31st October, 2024

