



## **Job Summary**

Applications are invited from suitably qualified and experienced candidates to fill in the following position within the National AIDS Council.

## **Duties and Responsibilities**

### **KEY FUNCTIONS**

- Process payments.
- Receipting and banking
- Costing of district plans
- Maintaining commitment registers
- Capturing transactions in the cashbooks.
- Performing bank reconciliation
- Transport and asset administration
- Security Items Management
- Give technical support to District AIDS Coordinators.
- Any other duties assigned by anyone in authority

## **QUALIFICATIONS AND EXPERIENCE**

- Diploma in Accounting, CIS part B, Business studies or equivalent. Degree in Accounting is an added advantage
- At least 2 years relevant experience.
- Sound knowledge of Pastel Evolution is an added advantage.
- Be in possession of a clean class 4 drivers' licence.

## **How to Apply**

All Applicants must complete the NAC Vacancy Application Form and comply with all other instructions stated therein. Applications must be submitted by email to; [recruitment@nac.org.zw](mailto:recruitment@nac.org.zw)

Closing date for receipt of Applications: 11 September 2020.