



CITY OF MUTARE

FINANCE DEPARTMENT

VACANCY: ACCOUNTANT SCHOOLS GRADE 10 X 4

Applications are invited from suitably qualified, experienced, self-motivated and task-oriented individuals to fill the above positions that have arisen within the Finance Department

THE PERSON SPECIFICATION

- An Accounting degree or professional accounting qualification from a recognized institution.
- Applicant should have at least **two years experience** in the field of Accountancy
- Membership to a relevant professional body is a must.
- Exposure to local authorities accounting systems will be an added advantage

KEY RESULT AREAS

- Budgetary Formulation and Control.
- Expenditure Control.
- Preparation of Management reports.
- Compute Taxes and prepare Tax returns.
- Preparation of Final Accounts.
- Quality Control.

KEY COMPETENCIES

- Ability to communicate effectively.
- Ability to work effectively, both independently and within a team.
- Ability to handle pressure and work with minimum supervision.

Applicants should submit six (6) certified hard copies of academic and professional certificates and their CVs to the **office of the Town Clerk no later than 6 December 2024.** Only shortlisted candidates will be contacted. Canvassing will automatically disqualify candidates.

“EQUAL EMPLOYMENT OPPORTUNITY”

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K. B. CHAFESUKA
TOWN CLERK