



LAKE ROAD PTA SCHOOL

Vacancy Advertisement

Lake Road PTA School, a vibrant Self-Managing Day School, wishes to engage a suitably qualified Zambian for a Senior Management Position of School Accountant. The successful candidate shall report to the School Manager.

Job Title: School Accountant

Job Purpose: To be responsible for the discharge of the financial functions of the School.

Duties and Responsibilities

- To prepare all relevant management reports as stipulated in the financial guidelines;
- To effectively supervise the timely collection of School fees and reconciliation of the payments made;
- To ensure that all statutory obligations are paid on the due dates;
- Monitor all accounts in the School and provide timely advice to the School Manager on the significant financial status of the School -whether adverse or positive;
- Prepare the annual budget and work plans (in line with the strategic plan) for the School and seek its approval through the laid down process;
- To prepare annual financial statements in preparation for the annual audit within one month after the end of the financial year;
- Strengthen monthly budget tracking by ensuring that all incomes and expenses are compared with the approved annual budget;
- Preparation of monthly cash budget performance report (incorporating an analysis of variances between actual expenditure and budgeted expenditure) within 10 working days of the end of the month to which the report relates;
- Preparation of quarterly management accounts comprising the balance sheet, income statements (incorporating an analysis of variances between actual expenditure and budgeted), cash flow statements, and any accompanying explanatory notes within 15 days of the end of the quarter to which the management accounts relate;
- Attend the Board and Board Committee Meetings as well as devise and recommend fundraising ventures in the School;
- Monitor all stores requisites & ensure that all functions are carried out as per financial guidelines and provide sound leadership and supervise all staff in the Department.

Skills and Experience:

- Holder of a School Certificate with full ACCA qualification & member of ZICA;
- Previous work experience of not less than 5 years at Management level,
- Should have an outstanding planning and organizational skills with proven ability to work under pressure, with minimum supervision;
- Must be computer literate and proficient in accounting programs especially the Sage Accounting package;
- Ability to plan and organize work to maximize on time management;
- Ability to manage individuals, team performance and be a team player;
- Ensure that work comply with legal and ethical requirements and International Accounting/Auditing standards.

How to Apply:

Interested candidates should submit a letter of application with a current CV by hand or email to lakeroad@zamnet.zm by close of business on Friday 7th May, 2021 to;

The School Manager
Lake Road PTA School
Corner Lake Road/Leopards Hill Road
P.O. Box 320042
Lusaka, Zambia.

03.05.2021