



## VACANCY NOTICE

The Zimbabwe Revenue Authority (ZIMRA) was established on 1 September 2001 by the Revenue Authority Act (Chapter 23:11). The functions of the Authority are to act as an agent of the State in assessing, collecting and enforcing the payment of all revenues; advising the Minister of Finance and Economic Development on matters relating to the raising and collection of revenues; trade facilitation and to perform any other functions that may be conferred or imposed on the Authority in terms of the Revenue Authority Act or any other enactment.

The ZIMRA Board invites qualified and experienced Zimbabwean citizens to fill the position of Director Finance and Administration.

### **DIRECTOR FINANCE AND ADMINISTRATION**

#### **Reporting Structure**

The position reports to the Commissioner General.

#### **Duties and Responsibilities**

- Plan, manage and control the Authority's financial and administrative processes.
- Ensure that all tax revenue collections are accounted for and remitted to Treasury timeously and in full.
- Ensure implementation of policies and procedures to ensure that financial information is secure and in compliance with legislation and Generally Acceptable Accounting Standards.
- Develop and implement effective financial management systems and processes that ensure efficient budgetary control and monitoring.
- Prepare information for the annual audit and coordinate the annual external Financial Audit process.
- Ensure all statutory requirements of the organization are met.
- Prepare monthly financial reports of the Authority and other special reports as required.
- Ensure the Authority's excess funds are invested to the best advantage of the organization.
- Monitor monthly implementation of agreed plans.

- Oversee the administrative functions to ensure efficient and consistent operations of the organization.
- Manage the acquisition of assets and ensure that assets are properly recorded, amortized and disposed of as appropriate.
- Periodically assess the adequacy of the organisation's financial data processing, controlling and reporting requirements and take corrective measures to address the gaps.
- Effectively utilize the Performance Management System for the achievement of divisional and organizational goals.

### **Job Skills and Competencies**

- Ability to work both independently and as part of a team.
- Strong leadership skills and ability to communicate effectively in written and spoken language.
- Should have thorough knowledge of controls.
- Good organizational and time management skills.
- Strong interpersonal skills.

### **Qualifications and Experience**

- First degree in Accounting.
- Candidates must be Chartered Accountants.
- A Masters' degree in any commercial field.
- At least 5 years at an Executive level {Finance Director, Chief Finance Officer level}.
- Experience in a financial/accounting or banking or similar environment at senior level.
- Knowledge of SAP is a requirement.
- High level of analytical skills.

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae and certified copies of academic and professional qualifications, by **27 January 2021**. All applications should be emailed to [ZimraRecruitment@zimra.co.zw](mailto:ZimraRecruitment@zimra.co.zw) clearly indicating your **E-mail Subject Reference as Director Finance and Administration position** and addressed to:

**The Acting Director Human Capital  
Zimbabwe Revenue Authority  
6th Floor ZB Centre  
Corner First Street / Kwame Nkrumah Avenue  
P. O. Box 4360  
HARARE**

**Please note that only shortlisted applicants will be responded to.**