



## 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.

**Candidates who had submitted applications for this post are advised not to resubmit.**

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

### DIRECTOR FINANCE AND ADMINISTRATION

#### Reporting Structure

The position reports to the Commissioner General.

#### Key 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 that ensure financial information security and compliance with legislation and Generally Acceptable Accounting Standards.
- Develop and implement effective financial management systems and processes for budgetary efficiency 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 organization'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 a prerequisite
- Candidates must be Chartered Accountants.
- A Masters' degree in any commercial field.
- At least 5 years at an Executive level. of SAP is an added advantage
- 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 26 March 2022**. All applications should be emailed to [ZimraRecruitment@zimra.co.zw](mailto:ZimraRecruitment@zimra.co.zw) clearly indicating the position you are applying for as your **E-mail Subject Reference** and addressed to:

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

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

