Applications are invited from suitably qualified and experienced candidates within the Authority to fill in the above vacant posts. The incumbents will report to the Finance Officers at the respective Stations.

**DUTIES AND RESPONSIBILITIES**

**General Ledger**
- Capturing journals,
- Capturing data into Sun System,
- Assists Finance Officer in the following reconciliations and activities: Bank and cash book, Goods received,

**Receipting and Banking**
- Receipts cash from both foreign and local customers,
- Prepares and Banks cash as required,
- Prepares the Sub collector schedule,

**Credit Control**
- Attends to customer queries,
- Actions RTGS and USD transfers,
- Invoices Debtors,
- Carries out Debtors’ reconciliations and follows up on outstanding amounts.

**Record Keeping**
- Files all documents

**Qualifications**
- 5 ‘O’ levels including English Language and Mathematics/ Accounts,
- Degree in Accountancy or equivalent,
- A minimum of two years’ relevant experience,
- Good analytical skills,
- Computer literacy.

Interested candidates should submit their applications together with their detailed CVs to:

The Human Resources Manager  
Parks and Wildlife Management Authority  
P.O Box CY 140  
Causeway  
HARARE

recruitment@zimparks.org.zw or hand deliver to the Head Office Registry Section or on or before the 1st September 2023.