



EVANGELICAL LUTHERAN CHURCH IN ZIMBABWE

No 7 Lawley Rd
Suburbs
BULAWAYO

P O Box 2175
BULAWAYO

TEL: (263) 09 254991/2
(263) 09 256761
Fax: (263) 09 254993
E-mail: elczhead@iwayafrica.co.zw

THE EVANGELICAL LUTHERAN CHURCH IN ZIMBABWE (ELCZ)

VACANCY NOTICE

TREASURER

Job Summary: Reporting to the General Secretary, manages all the finances and assets of the Church in the best manner possible as prescribed by policy as well as generally accepted accounting principles.

Duties and Responsibilities

1. Directs the organization's budget processes
2. Accurately and timeously accounts for funds, assets and other resources as appropriate
3. Manages the cash flow of the organization so that it meets its financial needs
4. Prepares and presents financial reports monthly and on an ad hoc basis
5. Ensure statutory compliance and risk management
6. Oversee external audit process
7. Supervises accounting and finance team
8. Perform any other duties as assigned

Requirements

1. Degree and professional qualification in Accounting.
2. At least 7 years financial, management accounting and tax compliance experience.
3. Demonstrated excellence in managing finance, accounting, budgeting and controls.
4. Solid understanding of financial reporting, chart of accounts design, value added tax, payroll compliance and computerized accounting systems.
5. Strong analytical and spreadsheet skills (Ms Office- Outlook, Excel, Word, Powerpoint).
6. Self- starter, problem solver, flexible, time conscious, results driven with ability to meet deadlines.
7. Effective communicator, both verbally and written.
8. High level of interpersonal and relational skills with servant-like attitude.
9. Acceptance of ELCZ ethos.

Application letter with a detailed CV, copies of academic and professional certificates as well as pastor's recommendation letter to be addressed to elczhead@iwayafrica.co.zw or:

General Secretary
Evangelical Lutheran Church in Zimbabwe
7 Lawley Road
Suburbs
P.O. Box 2175
Bulawayo

Deadline: 22 November 2018