



VACANCY NOTICE

The Securities and Exchange Commission of Zimbabwe is inviting applications from suitably qualified and experienced candidates to fill the position of **Revenue Clerk**.

Core Competencies:

- Attention to detail
- Organisational skills
- Analytical skills
- Excellent communication skills
- Ability to work under pressure

Duties and Responsibilities:

- Processing and recording financial transactions.
- Maintaining accurate and up-to-date financial records.
- Assisting in budgeting and forecasting.
- Managing and reconciling various revenue streams.
- Attending to both internal and external Auditors as and when required.
- Assisting in the preparation of management accounts.
- Providing administrative support to the Finance and Administration department.
- Performing ad – hoc or any other duties assigned by the Superior

Requisite qualifications & experience:

- A Bachelor of Accounting, Finance, Banking or Business Administration
- Any relevant post qualification is an added advantage.
- At least two years' relevant work experience.

Application letters with C.V.s to be e-mailed to recruitment@seczim.co.zw with the position being applied for clearly stated in the email subject. These should reach us NOT LATER THAN 23 JANUARY 2025. N/B Only shortlisted candidates will be responded to.