



## JUDICIAL SERVICE COMMISSION

*(Striving Towards World Class Justice)*

### POSITION ADVERTISEMENT

**-INTERNAL-**

#### **1 x PRINCIPAL ACCOUNTANT- REVENUE.**

Applications are invited from suitably qualified and experienced persons to fill the position of **PRINCIPAL ACCOUNTANT- REVENUE** which has arisen within the Judicial Service Commission.

#### **KEY DUTIES AND RESPONSIBILITIES**

The Accountant will assist the Finance Manager to:

- 1) Effectively manage those staff responsible for the day to operation of the revenue section in the Superior Courts,
- 2) Maintain the Temporary deposit register and doing the reconciliation,
- 3) Prepare the monthly fund accounts and reconciliation of the fund accounts and the exchequer account,
- 4) Prepare the annual revenue returns,
- 5) Provide guidance and training of other officers in all areas relating to the accounting to equip them with skills required to discharge their duties effectively,
- 6) Control and supervise staff in the revenue section which comprises of accounting assistants,
- 7) Perform such other duties as may be assigned from time to time.

**COMPETENCE AND SKILLS FOR POST:**

The person must possess:

- 1) A **degree** in Accountancy or Finance and /or Full qualification in any of the following CA (Z), CIS or ACCA;
- 2) Working knowledge of the FI module, the MM module and the SD module a must.
- 3) Working knowledge of the Pastel Accounting package.
- 4) At least proven five years working experience at senior level.
- 5) Post graduate qualifications may be an added advantage.

Applications with detailed curriculum vitae and certified copies of certificates can be submitted to the Secretary, Judicial Service Commission, 2<sup>nd</sup> Floor, Causeway Building, Central Avenue, Harare or posted to **The Secretary, Judicial Service Commission, P.O. Box CY 28, Causeway, Harare.**

Deadline for submission of applications is close of business on **27 MAY 2019.**

**ONLY SHORT LISTED CANDIDATES MEETING THE ABOVE REQUIREMENTS WILL BE CONTACTED.**



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MR W.T CHIKWANA  
**SECRETARY, JUDICIAL SERVICE COMMISSION**