



ZAMCOM

Accounting Student Interns

Zambezi Watercourse Commission (ZAMCOM) intends to hire **two (2)** student interns from the local universities to undertake an **eights (8) months** on the job training. The students will be exposed to all areas of the Finance Department which covers the operations and the externally funded projects/programmes.

Roles and Responsibilities

The students will be expected to participate and be trained in but not limited to the following areas:

1. Checking and reviewing the source documents for the payments.
2. Maintaining proper files for payments/disbursements, contracts and financial reports
3. Capturing the payment transactions in the accounting system
4. Performing bank reconciliations
5. Preparing journals for the routine transactions or any ad hoc
6. Assist in preparation of monthly Management Accounts, Quarterly Interim Financial Reports and annual Financial Statements.
7. General ledger, Trade Receivables and Trade Payable reconciliations,
8. Maintaining Asset register updated,
9. Petty cash disbursements
10. Assist in budget preparation and cost controls
11. Assist with documentation during internal and external audits.
12. Any other duty assigned

Qualifications & Requirements

- Studying towards a Finance/Accounting degree at University or Diploma from Polytechnical college,
- At least five (5) Ordinary Level including Mathematics & English.
- Ability to communicate at all levels
- Adaptable to multicultural environment
- High integrity and professionalism

Interested students may submit their Curriculum Vitae (CV), University/College introductory letter, copies of academic certificates and/or results slips and national ID. The submission is via email to **recruitment@zambezicommission.org** or physically delivered at 128 Samora Machel Avenue, Harare on or before **13 November 2024** by 1700hrs CAT.