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VACANCY: FINANCE OFFICER

The Organisation

The Zimbabwe Stock Exchange is the largest Stock Exchange in Zimbabwe, and it is going through a growth phase. This is evidenced by the number of new products, services, and markets the organisation has recently introduced. These include the Victoria Falls Stock Exchange, the Zimbabwe Receivables Marketplace, ZSE Direct, and Exchange Traded Funds.

The role

We are currently seeking an exceptional Finance Officer who is adaptable, positive and proactive, as well as, highly efficient and accurate, to work in a very busy and demanding role assisting the Finance Team.

What will you be doing?

The Finance Officer will be required to achieve the following key responsibilities:

- Initiate payments to ensure investors funds are settled timeously and accurately
- Conduct reconciliations on a daily basis ensuring that all accounts are properly, timeously and accurately reconciled and non-reconciling items are actively investigated and resolved
- Initiate month-end processing and help prepare management accounts and other reports
- Develop and maintain productive working relationships with a number of internal and external stakeholders
- Assist with the development and maintenance of financial procedures and support the Finance team where necessary with ad hoc tasks

What are we looking for?

To successfully fill this role, you will have the following:

- Attention to detail is a required skill set
- High level of self-motivation and energy
- Well Organised, deeply committed and a good communicator
- Ability to work well under time pressure
- A great team player

Minimum Experience:

- An Honours Bachelor's degree in Accounting or any finance related degree from a recognised institution
- Progress towards completion of CA/CIMA/ACCA/CFA
- Minimum of 2 years working experience within a financial services environment
- Administration and support experience is essential
- Excellent excel and word skills
- Exposure to G-Suite will be an added advantage
- Excellent grammar, spelling, written skills and attention to detail

How to apply

Do you feel you possess the above criteria? Do you have the vision, energy, and initiative required? If you do, then this is the opportunity for you. To apply, submit your cover letter and CV to jobs@zse.co.zw.

The deadline of submission closes at 5:00 pm on Tuesday, 25th of January 2022