



# WE ARE HIRING!

COME JOIN OUR TEAM

## OPEN POSITIONS :

- DIRECTOR FINANCE (1 POSITION)
- MANAGEMENT ACCOUNTANT (1 POSITION)
- DRIVER/BUS OPERATOR (4 POSITIONS)
- HOSTESS (4 POSITIONS)

## 1.0 DIRECTOR FINANCE (1 POSITION)

### Identification

Job Title : Director Finance  
Reporting to : Managing Director  
Department : Finance

### Job Purpose

To contribute to the attainment of the company's business objectives by: Providing strategic and financial guidance to ensure that the company's financial commitments are met. Developing all necessary policies and procedures to ensure the sound financial management and control of the company's business.

KEY RESULT AREA	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
FINANCIAL MANAGMENT	
GENERAL LEDGER	Responsible for the ensuring the integrity of the General Ledger; putting in place systems to effectively and efficiently process payments and collection of revenues by applying all approved policies for clear financial information
BUDGETING	Works closely with the Managing Director to prepare Company annual and multi-year budgets. Coordinating budget preparation amongst EXCO members and across departments for consolidation
CASHFLOW MANAGEMENT	Manage LS MFEZ cash flows and forecasting and provide oversight of all bank accounts and investment vehicles to maintain adequate working capital and returns. Manage day-to-day investments and operations funds in conjunction with the office of the Managing Director
STATUTORY OBLIGATIONS	Ensure compliance with statutory requirements; oversee the timely and accurate submission of all statutory returns to ZRA, NAPSA, NHIMA
SUPERVISION	Supervise accounting and administration staff to ensure that they apply themselves diligently to achieve individual, departmental and company objectives

BUDGETING AND BUDGETARY CONTROLS	Works closely with the Managing Director to prepare Company, annual and multi-year budgets. In charge of budgetary controls and prepare budgetary analysis reports on a regular basis to determine financial resources application and determine any corrective measures to comply with the approved budget.
ACCOUNTING	Oversee the preparation of the company's financial accounts to ensure that these are presented accurately and on timely and in accordance with IFRS and all other statutes, law and guidelines as may be appropriate to execute LS MFEZ mandate.
INTERNAL CONTROLS	Develop and maintain all other necessary controls and processes to ensure that legal and financial requirements and regulations are complied with. Ensure all policy documents are in place to facilitate strong internal controls and make recommendations for improvements.
REPORTING	Prepares monthly and quarterly financial reports for internal use. Prepare and consolidate the Quarterly Finance and Administration Report to the Board including Management Accounts. Prepare Yearend Financial Statements in readiness for external audits. Attend Board meetings and make submissions on behalf of LS MFEZ to the Finance and Administration Committee
AUDIT	Participates in internal and external audits by providing auditors with accounting documents as requested and provides explanations for audit queries.
PAYROLL	Ensure payroll is accurately prepared and processed on time, and this should cover all employee emoluments and reimbursables
ICT	Ensure all ICT infrastructure is well maintained to provide Business Continuity and efficiency. Liaise with ICT experts on areas of design and/or modernisation of systems for company efficiency.

#### Minimum Required Qualifications & Experience:

- Full Grade 12 Certificate.
- Full Professional qualification in accounting such as CIMA, ACCA, ZICA or Degree in Accountancy.
- Master's Degree in Business Administration, Finance or related field.
- Minimum of 7 years post qualifying experience in a reputable organization, preferably in a leadership role.
- Professional Membership to CA or ZICA.

#### Required Attributes & Competencies

- Good leadership and strategic orientation skills.
- Deep knowledge of best practices in financial management required.
- Excellent knowledge of Excel, Access and PowerPoint required; familiarity with Navigator, or similar finance and accounting software, preferred.
- Financial management and financial reporting skills.
- Excellent analytical and management skills.
- Report writing skills.

## 2.0 MANAGEMENT ACCOUNTANT(1 POSITION)

### Identification

Job Title : Management Accountant

Reporting to : Finance Manager

Department : Finance

### Job Purpose

To prepare, develop analyze and financial data within the company to ensure that management and stakeholders receive timely, accurate and relevant information to enable them to make effective decision.

KEY RESULT AREA	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
FINANCIAL FORECAST	Prepare weekly, monthly, quarterly and annual forecasts and analyses information to assist business profitability and growth
RECONCILIATIONS	Ensuring all financial information is captured and processed in the financial accounting systems. Ensure all reconciliations are performed timely on a monthly, quarterly and annual basis.
BUDGETING	To assist timely and accurately consolidation of budget estimates in order to facilitate mobilisation of financial resources and monitor expenditure against budget and advise managers of any significant variances.
STATUTORY DEDUCTIONS	Timely process statutory payments to NAPSA, ZRA and National Medical Insurance are made before their due dates and accompanies payments for NAPSA, ZRA returns with correct employee schedules showing the correct employee contributions for the month
ACCOUNTABLE DOCUMENTS	To manage effectively and timely the security of accountable documents in order to prevent unauthorised access and destruction
PAYROLL	To assist in reviewing staff information for payroll purposes, maintain an updated payroll system, ensure all new employees are included in the payroll and that exiting employees are removed from payroll immediately the leave the company once the inputs has been received.
FIXED ASSET MANAGEMENT	To update the Fixed Asset Register on a regular basis and reconcile the Fixed Asset to the GL. To tag all assets that are procured.
MANAGEMENT REPORTS	Preparation of timely and reliable management information report including preparation of the statement of comprehensive income statement of financial position, cashflow statement and Capex expenditure with commentaries for all. Preparation of Ad hoc reports as requested by Management.
AUDITED FINANCIAL STATEMENTS	To assist in preparation of interim and year-end financial audits and ensure all necessary support schedule are reconciled and submitted on time.

**Minimum Required Qualifications & Experience:**

- a) Full Grade 12 Certificate.
- b) Bachelors Degree in Accounting/Finance or its equivalent professional qualification such as CA/ CIMA/ACCA.
- c) Masters Degree is an added advantage.
- d) 3 years post qualifying experience
- e) Professional Membership to a relevant body such as ZICA.

**Required Attributes & Competencies**

- a) Interpersonal skills
- b) In- depth understanding of accounting and management principles
- c) Analytical
- d) Excel skills
- e) Knowledge of accounting packages
- f) Plenty of initiative
- g) Communication skills

## 3.0 DRIVER/BUS OPERATOR (4 POSITIONS)

**Identification**

Job Title : Driver/Bus Operator

Reporting to : Fleet Supervisor

Department : Human Resource &amp; Administration

**Job Purpose**

To safely and timely drive and maintain Company Vehicles to facilitate mobility of officers, materials and equipment.

KEY RESULT AREA	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
DRIVING	Undertakes effective driving of a 65-seater bus to ensure the safety and timely movement of passengers and materials.
ACCIDENTS REPORTS	Prepares timely reports on occurrence of road traffic accidents to facilitate prompt remedial actions.
LOG BOOK	Completes timely log books in order to enhance accountability of journeys.
INSPECTION AND MAINTENANCE	Regularly undertakes inspections of Bus Road worthiness to avoid road traffic accidents and unnecessary accidents.
CLEANING AND SECURITY OF VEHICLE	Undertakes regularly and secures the Bus daily to ensure cleanliness and security.
PASSENGER PAYMENTS	Ensure that e-payments system is functional and that each passenger boarding the bus makes payment via the e-payments system installed on the bus.

**Minimum Required Qualifications & Experience:**

- a) Full Grade 12 Certificate
- b) Valid SADC PSV Driver’s License
- c) 2 years post qualifying experience driving a 65-seater bus

**Required Attributes & Competencies**

- a) Good communication skills – both written and oral
- b) Good working knowledge of computers
- c) Attention to detail
- d) Interpersonal skills
- e) Time management skill

## 4.0 HOSTESS (4 POSITIONS)

**Identification**

Job Title : Hostess  
Reporting to : Administration Officer  
Department : Human Resource & Administration

**Job Purpose**

To greet customers, market the LS-MFEZ Express Bus and LS-MFEZ, ensure each passenger environment is clean, provision of beverages onboard, replenishment of beverages, provision of and replenishment of LS-MFEZ marketing material, directing passengers where to purchase prepaid tickets/cards/etc.

KEY RESULT AREA	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
MARKETING	The hostess will ensure that passengers are informed of the route that the express bus takes, where to purchase tickets/cards, the modes of payment, general knowledge about the LS-MFEZ, etc
CUSTOMER DATA COLLECTION	The hostess will be responsible for the collection of contact details of passengers for dispensation of marketing messages and prompts to encourage the passengers to board the bus in future.
CLEANLINESS	The hostess will ensure that the environment on board is clean and in good condition for passengers who board the bus. He/she will ensure that any garbage materials left on board are disposed of in a proper manner.
REFRESHMENT PROVISION	The hostess will ensure that each passenger is offered one beverage per trip, he/she will also be responsible for the replenishment of beverages onboard.
PASSENGER PAYMENTS	Ensure that e-payments system is functional and that each passenger boarding the bus makes payment via the e-payments system installed on the bus.

### **Minimum Required Qualifications & Experience:**

- a) Full Grade 12 Certificate
- b) Certificate in Marketing/Public Relations/Business Administration
- c) 2 years post qualifying experience particularly in customer care

### **Required Attributes & Competencies**

- a) Customer service skills
- b) Communication skills
- c) Interpersonal skills
- d) Time management skills

Candidates who meet the specified requirements are encouraged to apply by submitting their application together with an updated Curriculum Vitae, copy of National Registration Card and certified copies of academic and professional certificates as a **single document** to [info@lsmfez.co.zm](mailto:info@lsmfez.co.zm) not later than Wednesday 20th September 2024.

Lusaka South Multi Facility Economic Zone is committed to providing equal employment opportunities without discrimination on basis of colour, tribe, race, religion, belief, gender, disability, marital status and ethnicity.

All applications should be addressed to:

The Managing Director  
Lusaka South Multi Facility Economic Zone  
Plot F10723, Chifwema Road,  
LUSAKA.