



EASTERN WATER AND SANITATION COMPANY LIMITED

EMPLOYMENT OPPORTUNITIES

Eastern Water and Sanitation Company Limited was incorporated as a private company limited by shares, under the Companies Act (Cap 388 of the Laws of Zambia) on 12th May 2008. The Company's mission is to effectively provide safe, adequate and affordable water supply and sanitation services with maximum efficiency to the existing and potential clients in the urban and peri-urban areas of Eastern Province. The position is based in Chipata City.

In order to achieve its mandate Eastern Water and Sanitation Company is advertising for the position of:

ASSISTANT ACCOUNTANT (GRADE S5- REQUIRED NO: 1)

Reporting to: ACCOUNTANT

PURPOSE

To undertake accounting functions and responsibilities through the preparation of financial statements, accounting and expenditure against budget and assists in the preparation of the corporate budget by consolidating the district budget submissions.

Responsibilities

- Assist the Accountant with the preparation, processing and production of accounts documents
- Budgeting tracking in Pastel and Budget monitoring & control
- Prepare payroll in time for distribution to relevant pay points and ensure that payroll liabilities (Salaries, Loan Repayments, NAPSA, and LASF & ZRA) are paid on time
- Carrying out financial analyses in order to account for the Company's income and expenditure.
- Ensure that all receipts from Suppliers upon making payments are collected & attached to respective Payment Vouchers
- Effective research, tracking, resolving and referring accounting problems or documentation problems and discrepancies
- Maintenance of the reconciled stock account in the ledger and Carry out stock reconciliations on a monthly basis
- Ensure timely and accurate processing of transactions in the accounting information system

- Accurately Daily Collection Analysis and Cash Books with Deposit updated on daily basis
- Maintain updated staff debtors' information and Maintain updated staff creditors' information

Minimum Qualifications

- Grade 12 School Certificate with university entrance passes
- Degree in Accountancy or CA Level 2, ACCA Level 2, CIMA Level 2 or equivalent
- Knowledge of Sage, Pastel, Microsoft Applications (MS-Word, MS-Excel, etc.) is a MUST
- Member of the Zambia Institute of Chartered Accountants (ZICA)
- Any related experience will be an added advantage.

Only those candidates who meet the above requirements should submit their application letters, Curriculum Vitae (CVs) and day-time telephone numbers to: -

The Human Resources and Administration Manager
 Eastern Water and Sanitation Company Limited
 Parerenyatwa Road Eastern South of Zanaco
 PO Box 510646
CHIPATA

Applications can also be submitted by email to: hr@ewsc.co.zm

ONLY SHORTLISTED CANDIDATES WILL BE COMMUNICATED TO.

Eastern and Sanitation Company Limited is an equal opportunity employer.

Applications should reach the EWSC by the close of business on 19th July, 2024