

# VACANCIES

BDO Zimbabwe Chartered Accountants & BDO Tax & Advisory Services are looking for candidates for the following positions which have arisen. BDO Zimbabwe is part of an international network of Firms that operates in over 160 countries around the world providing Audit, Tax, Assurance & Advisory Services. For all applications, please send CVs to [careers@bdo.co.zw](mailto:careers@bdo.co.zw) with the subject heading of the position being applied for. CVs to be sent by **1 September 2022**

## 1. Attachment Students (Tax & Advisory)

### Requirements:

- Studying towards attainment of a Fiscal Studies Degree from a reputable institution
- Must be prepared to start immediately

## 2. Attachment Students (Audit)

### Requirements:

- Studying towards attainment of an Accounting Degree
- Must be available to start immediately

## 3. Junior Bookkeepers X3

### Requirements:

- Undergraduate Degree in Accounting / Equivalent e.g. ACCA, CIS
- At least 1 year working experience



## 4. Accountant

### Requirements:

- Undergraduate Degree in Accounting / Equivalent e.g. ACCA, CIS
- Working knowledge of Pastel
- Ability to prepare management accounts and financial statements
- Working knowledge of Secretarial work e.g. calculations and remittances of PAYE, Income Tax, VAT
- At least 3 years relevant working experience
- Must be prepared to start immediately

## 5. Office Administrator / Receptionist

### Requirements:

- Relevant experience in office administration
- At least 5 'O' Levels including Maths & English
- Diploma in Secretarial Studies / Administration
- At least 3 years' experience in administration
- Must be available to start immediately

## 6. Office Cleaner

### Requirements:

- 5 'O' Levels
- Previous experience as an office cleaner in a corporate setting a must
- Smart
- Must be available to start immediately

## 7. I.T. Audit Seniors X 3

### Requirements:

- Undergraduate degree in I.T. or related studies
- CISA qualification or equivalent
- At least 3 years relevant working experience

## 8. Junior Programmer

### Requirements:

- I.T. Degree / Equivalent
- At least 3 years' experience in programming in a corporate setting

## 9. Finance Assistant (Manufacturing)

### Recruiting on behalf of a client:

### Requirements:

- Working knowledge of pastel
- At least 3 years' working experience
- Accounting degree/ACCA/CIMA qualification
- At least 1 year experience of working in a Finance Function
- Experience with Processing of payments, Preparing supplier reconciliations, GL reconciliations, GRIR management, Supplier liaison

### Because Relationships Matter

AuditTaxAdvisory

Kudenga House, 3 Baines Avenue, Cnr Prince Edward St, P.O. Box 334, Harare, Zimbabwe, [www.bdo.co.zw](http://www.bdo.co.zw)

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