



# VACANCY

## ACCOUNTS CLERKS

Zodiak Broadcasting Station wishes to engage the services of a suitably qualified and experienced person to fill the position of Accounts Clerks, tenable immediately at the Broadcasting House in Lilongwe.

The position Reports to the Head of Finance on a daily basis.

### ACADEMIC QUALIFICATIONS:

Minimum Diploma in Accounting

### EXPERIENCE AND COMPUTER SKILLS:

Three years-experience in Window Based Accounting packages ideal especially Sage.

### JOB PURPOSE

Reconciliations for debtors, creditors and Bank. Monthly Tax returns for domestic taxes.

### TERMS OF EMPLOYMENT AND METHOD OF APPLICATION

The post is permanent subject to successful completion of probationary period. Applications including a detailed up-to-date Curriculum Vitae (CV), copies of Certificates and/or Licenses, and contact telephone number(s) and names and addresses of three traceable referees should be submitted to:

**Zodiak Broadcasting Station, Private Bag 312, Lilongwe or hand delivered at our offices in either Blantyre Delamere House or Lilongwe Artbridge House in Area 47. Alternatively, by Email: [vacancy@zodiakmalawi.com](mailto:vacancy@zodiakmalawi.com)**

Closing date for applications is Friday, 28<sup>th</sup> February 2020. Only short-listed applicants will be acknowledged and invited for an interview.

**Zodiak Broadcasting Station is an equal opportunity employer and welcomes applications from female applicants.**