



Zambia Institute of Advanced Legal Education

EMPLOYMENT OPPORTUNITY

Temporary Accounts Assistant - Revenue

The Council of the Zambia Institute of Advanced Legal Education (ZIALE) is looking for a suitably qualified, experienced and result oriented person to fill in the position of **Temporary Accounts Assistant – Revenue** for two (2) months.

JOB PURPOSE

To undertake the maintenance of financial records and accounting for revenue in order to facilitate financial reporting and ensure accountability of public funds.

DUTIES AND RESPONSIBILITIES

- Undertakes timely preparation of financial information in order to facilitate preparation in order to facilitate preparation of financial reports.
- Undertakes timely collection and analysis of financial data in order to facilitate preparation of books of accounts.
- Undertakes timely receipting of revenue in order to account for public funds.

QUALIFICATIONS AND EXPERIENCE

- Full Grade 12 School/Form V Certificate
- Part 1 ACCA/CIMA/CA Zambia
- Member of the Zambia Institute of Chartered Accountants (ZICA)
- One (1) year relevant experience

SKILLS AND ATTRIBUTES

- Analytical skills
- Numerical skills
- Computer literate
- Knowledge of spreadsheets
- Inter-personal skills
- Integrity

Interested candidates meeting the above profile should submit application letters enclosing the Curriculum Vitae and certified copies of the academic and professional certificates and National Registration Card to the following address not later than 16th February, 2026.

The Director
Zambia Institute of Advanced Legal Education
Plot No. 36983, Andrew Mwenya Road
Rhodespark
P O Box 30690
LUSAKA

Only shortlisted candidates will be contacted.

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