



EMPLOYMENT OPPORTUNITY

EXTERNAL ADVERT

The National Prosecution Authority (NPA) is an autonomous body established by the NPA Act No. 34 of 2010. Its mission is to ***“provide prosecution services to contribute to a crime free Zambia”***. In its quest to improve service delivery, the Authority is hereby inviting applications from suitable candidates to fill the following positions:

1. Senior Accountant

Salary Scale:

Number of positions:

Reports to:

Duty Station:

Permanent and Pensionable

NPA/03

One (1)

Director of Finance

Ndola

Main Job Purpose:

To coordinate and supervise accounting activities to enhance the accountability of public funds.

Specific Duties and Requirements:

- Coordinate timely and accurate maintenance of books of accounts to facilitate efficient storage and retrieval of information;
- Coordinate and supervise timely banking of revenue collections to safeguard funds;
- Supervise effectively preparation of responses to audit queries to facilitate decision-making;
- Coordinate timely preparation of monthly expenditure statements to monitor levels of expenditure;
- Coordinate and supervise timely recoveries of loans and advances to facilitate repayments;
- Coordinate and supervise the timely development of individual and unit work plans to monitor and evaluate performance;

- Supervise effectively the human and other resources to attain the objectives of the unit; and
- Coordinate timely preparation of financial reports to facilitate decision-making.

Qualifications and Work Experience

- Grade 12 School Certificate or equivalent;
- Bachelor of Accountancy, ACCA, CIMA or equivalent;
- At least four (4) years of relevant post-qualification work experience in Finance;
- Paid up Member of Zambia Institute of Chartered Accountants, valid for 2025; and
- Must be a Zambian citizen.

Skills and Other Attributes

- Able to write comprehensive reports;
- Good analytical skills;
- Able to communicate effectively in English; and
- Computer literate and proficient in excel.