



*Your No.1 Car Rental*

### **VACANCIES**

**Countrywide Car hire Limited**, one of the leading Car Rentals in the Country is looking for an **Accountant** and an **Assistant Accountant** to be based in Blantyre at their Head Office and an Accounts Assistant to be based in Lilongwe. The following are details of the positions:

#### **1. Post: Accountant - Blantyre**

The Accountant will be reporting to the **Head of Finance and Administration** and will have the following duties and responsibilities:

- Preparation of monthly management accounts and annual Financial Statements
- Preparing and implementing Budgets
- Preparing Audit files and coordinating external Audits
- Computation of Tax Returns for all the relevant taxes and remitting taxes to MRA
- Managing Trade Receivables and Payables and all Ledger accounts including Bank accounts
- Performing other duties deemed as necessary for the Account department

#### **Qualifications:**

- ACCA Chartered qualification. Those with a University Degree in Accounting and studying ICAM and ACCA Professional qualification are also preferred.
- At least 3 years working experience in busy accounting office with wide exposure to preparation of Management Accounts and Financial Statements.
- Adequate computer knowledge including accounting software such as Sage and QuickBooks.

#### **2. Post: Assistant Accountant – Blantyre**

The Assistant Accountant will be reporting to the Accountant and the following are the duties and responsibilities:

- Posting all accounting transactions in the accounting system
- Maintaining and reconciling Trade Receivables and Trade Payables
- Managing the Cash book, the Petty Cash Book and all bank accounts
- Preparing Tax Returns and payment of all relevant taxes
- Debt collection and receipting and reconciling all sales
- Production of management accounts up to the trial balance
- Production of any other reports as requested
- Filing all accounts documents
- Any Other Duties assigned by management from time to time

### **Qualifications**

- A minimum of a diploma in Accounting with at least 3 years experience in a busy accounting office and must be studying a Professional level of ACCA or ICAM. Those with a degree in Accounting will have an added advantage.
- Computer literate with knowledge of accounting packages including Sage.

### **3. Post: Accounts Assistant - Lilongwe**

The Accounts Assistant will be reporting to the Accountant in the Head Office will have the following are the duties and responsibilities:

- Invoicing customers and receipting payments
- Managing petty cash and making payments
- Debt collection and reconciliations
- Producing daily revenue and expense reports for Lilongwe Office
- Any other accounting duties for Lilongwe office.

### **Application Procedure**

Those interested and meeting our requirements should submit their applications with detailed CV and 3 traceable referees to [admin@countrywidemw.com](mailto:admin@countrywidemw.com) before 31<sup>st</sup> July, 2017.