



Employment opportunity

Zambia Cargo and Logistics Limited (ZCL) is a regional logistics service provider and wholly owned by the Government of the Republic of Zambia (GRZ) through the Industrial Development Corporation (IDC) with terminals in Tanzania (Dar Es Salaam), Walvis Bay (Namibia) and operating centre in Ndola, Zambia.

Zambia Cargo and Logistics (ZCL) is inviting applications from suitably qualified Tanzanians to be considered for employment to fill vacant positions listed hereunder.

1. JOB TITLE: Assistant Accountant – 1 post

(A) Required qualification

- Bachelor's degree in accounting, Finance, or a related field from recognized institutions.
- Qualified CPA (T), CPA (T) Finalist, or on final stage of seeking accounting professional qualification is advantageous.
- 1–3 years of experience in accounting, preferably in the logistics, transportation, or supply chain industry.
- Strong analytical, numerical and problem-solving skills.
- Knowledge in VAT, PAYE, Withholding Tax, and corporate income Tax compliance.
- Experience in bank reconciliations, accounts payable, accounts receivable and financial reporting.

(B) Personal attributes

- Proficiency in accounting software e.g. SAGE 300 ERP, or similar and advanced Microsoft Excel.

- Strong attention to detail and organizational skills.
- Ability to meet deadlines and manage multiple tasks effectively.
- Ability to work independently and as a part of a team.
- High level of integrity, confidentiality and attention to details.
- Good communication skills and ability to work collaboratively within a team.

(C) Duties and responsibilities

- Assist in maintaining and reconciling general ledger accounts, ensuring accuracy and completeness.
- Support month-end and year-end closing activities, including journal entries and adjustments.
- Assist in the preparation of financial statements and reports.
- Support the processing of accounts payable and receivable transactions, ensuring accuracy and timeliness.
- Assist in the reconciliation of vendor statements and customer accounts.
- Help resolve discrepancies and ensure proper documentation for financial transactions.
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- Help resolve discrepancies and ensure proper documentation for financial transactions.
- Accurately enter financial data into accounting systems, maintaining up-to-date and accurate records.
- Ensure proper filing and documentation of financial transactions, including invoices, receipts, and payment records.
- Assist in the maintenance of financial databases and spreadsheets.
- Assist in preparing documentation and reports for internal and external audits.
- Ensure compliance with company policies and accounting standards.
- Support the financial accountant in implementing internal controls and improving processes.
- Provide general administrative support to the finance team, including scheduling meetings and maintaining records.
- Assist in the preparation of financial reports and presentations for management.
- Collaborate with other departments to gather necessary financial data and information.
- Assist in Asset management process and safeguarding company assets.

2. Important note

If you believe you are the person we are looking for and you have what it takes to succeed in our organization, apply at once to the undersigned while taking into account the general conditions:

1. Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact postal address, email address and telephone numbers.
2. Applicants should apply the strengths of the information given in this advertisement.
3. Form IV and Form VI result slips are strictly not accepted. Presentation of forged academic certificates and other information in the CV will necessitate legal action.
4. To apply for the above positions, please send by email a detailed curriculum vitae, copies of academic and professional certificates to:
recruits@zamcargo.co.tz

clearly marked **“the position applied”** in the subject, not later than, by close of business **19th August 2026**.

“Only shortlisted candidates will be contacted”