



## **LUSAKA INTEGRATED SOLID WASTE MANAGEMENT COMPANY LIMITED**

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### **THE ORGANIZATION**

The Lusaka Integrated Solid Waste Management Company (LISWMC) was established following the enactment of the Solid Waste Regulation and Management Act No. 20 of 2018 as an autonomous Solid Waste Management Utility in order to provide effective solid waste management services in the city of Lusaka and has taken over solid waste management functions from Lusaka City Council. In its quest to provide solid management services to Lusaka City, LISWMC is looking for suitably qualified, creative and self-driven individuals to join the Company on the under listed position to be based in Lusaka.

### **1. JOB TITLE: ASSISTANT ACCOUNTANT (01 POSITION)**

**Job Purpose:** To provide support to the Finance Unit by carrying out various accounting tasks and ensuring accuracy in financial records.

### **Reports to: Accountant**

### **Main Duties and Accountabilities (Without Limitation)**

- Undertakes the processing of payments in order to facilitate accountability of public funds.
- Assists in the effective preparation and monitoring budget
- Implementation of the budget to ensure that expenditures are within the approved estimates and are in compliance with financial regulations.
- Undertakes effectively the preparation of annual revenue budgets in collaboration with other sections for consolidation into an overall revenue and expenditure budget.
- Ensures the preparation of various financial reports on a daily, weekly monthly and annual basis.
- Undertakes effectively the disbursement of petty cash, filing of petty cash vouchers and accompanying documents in order to facilitate accountability.
- Undertakes timely the preparation of invoices and receipts for revenue received.
- Maintains accurately the cashbooks, general ledgers and fixed asset register.

### **REQUIREMENTS**

- Full Grade 12 School Certificate or equivalent.

- Diploma in Accountancy, Finance, ACCA Level 2, CIMA, Managerial Level, CA Zambia Application Level or equivalent.
- Member of the Zambia Institute of Chartered Accountants.
- At least 2 years relevant work experience.

**Other Skills/Attributes:**

- Able to write technical and analytical reports.
- Able to communicate effectively in English.
- Computer literate.
- Interpersonal Skills.
- Integrity.
- Analytical skills.
- Confidentiality.
- Tact and Diplomacy.

**APPLICATION GUIDELINES**

Eligible interested candidates meeting the required qualifications and experience are encouraged to apply by sending an application letter attaching current curriculum vitae with three (3) traceable referees and copies of professional & academic certificates to the undersigned on or before **Friday, 26<sup>th</sup> September, 2025**. (Clearly indicate the position being applied for on the envelope).

**The Chief Executive Officer**

**Lusaka Integrated Solid Waste Management Company**

**Plot No. 2020, Church Road**

**Former Ministry of Local Government Building**

**LUSAKA.**

**LISWMC** is an equal opportunity employer. No discrimination based on race, tribe, sex, gender, physical challenges or age is condoned during the recruitment process.

**NOTE: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**