



**Bulawayo
Students
Accommodation
City**

ZIMCAMPUS PROPERTIES (PRIVATE) LIMITED

VACANCY

The Bulawayo Student City (Bulawayo Student Accommodation Complex) property, which is situated along Gwanda Road, near National University of Science and Technology (NUST), is owned by ZIMCAMPUS Properties (Private) Limited and is currently managed under a property management contract. The property manager is responsible for students' and tenants' letting, building management aspects and the control of operating costs.

To effectively execute its mandate, the ZIMCAMPUS seeks to recruit the following personnel:

ADMINISTRATOR

This position reports to Board of the ZIMCAMPUS Properties (Private) Limited.

JOB PURPOSE AND RESPONSIBILITIES

The position exists to conduct the following amongst other duties

- Produce, analyse and present timely, insightful and reliable financial and management information such as management accounts that enables the Board to make effective decisions regarding the strategic direction of the company.
- Maintain and develop systematic processes for financial control and review.
- Financial planning, forecasting and budgetary control
- Investments management
- Processing of payments
- Conduct investment evaluation and making appropriate recommendations.
- Audit Management (planning and execution) for annual financial statements
- Preparation and submission of regulatory returns to relevant regulatory bodies
- Company secretarial duties
- Legal compliance: Ensuring the property complies with all local, and national laws and regulations
- Stakeholder management

- Relationship management

Interested applicants should possess the following:

- At least 5 years' experience in Finance/Accounting/ACCA/CIMA/CA/CIS
- Strong financial planning, analysis and forecasting skills, and experience in creating and managing business plans.
- Proficient oral and written communication skills, demonstrates ability to communicate with any level
- Have strong organisational and communication skills and be able to work independently and handle multiple tasks at once.
- Advanced computer skills and knowledge of Microsoft Office, particularly Excel.
- Experience in property management will be an added advantage.

Interested applicants should send their applications together with a detailed Curriculum Vitae by no later than **Friday, 17 January 2025**. Female candidates are encouraged to apply.

To be considered, interested candidates are requested to forward their applications via email to hr@idbz.co.zw.