



Mutare Polytechnic
Cnr Josiah Tongogara/Robert Mugabe Way
P.O. Box 640
Mutare, Zimbabwe
Telephone: +263 20 63141/63153
e-mail: principalmutarepolytechnic@gmail.com
principal@mutarepolytechnic.ac.zw
Website: www.mutarepolytechnic.ac.zw

All correspondence to be addressed to the Principal.

VACANCY: ACCOUNTANT-MUTARE POLYTECHNIC

Mutare Polytechnic, a leading institution of tertiary education in Zimbabwe, committed to providing quality education and training to students, is looking for a motivated and detail oriented Accountant to join the polytechnic team.

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities will include but not limited to the following;

- Processing payments to suppliers and employees
- Receiving and invoicing students and other institutional clients
- Student clearance processing and updating student financial records
- Follow-up on outstanding fees
- Updating and maintenance of cash books and preparation of bank reconciliations
- Assisting in the preparation of financial statements and statutory returns
- Preparation of budget estimates
- Filing of PAYE and withholding tax with ZIMRA
- Valuation and management of inventory

CRITICAL OR TECHNICAL COMPETENCIES REQUIRED:

- Accuracy level
- Organised individual
- Effective oral and written communication skills
- Computer skills i.e. proficient in excel and sage pastel evolution
- Confidentiality
- Interpersonal skills

QUALIFICATIONS AND EXPERIENCE

- Higher National Diploma in Accountancy or equivalent
- Membership to a professional accounting organisation/body registered with the Public Accountants and Auditors Board (PAAB) will be an added advantage

HOW TO APPLY

Interested individuals are invited to submit written applications, including a detailed CV, certified copies of academic and professional qualifications, reference letters (if available), birth certificate, and national ID, addressed to: **The Principal Mutare Polytechnic P.O. Box 640 Mutare.** Alternatively, applications can be emailed in a single portable document format (PDF) to principal@mutarepolytechnic.ac.zw. Applications close at **1400 hours on Monday, 16 February 2026.**

Please take note that:

- Former civil servants must attach a clearance letter from the Public Service Commission.
- Only shortlisted candidates will be contacted.
- Successful candidates are responsible for securing their own accommodation in Mutare.

