



SMEDCO
Small & Medium Enterprises Development Corporation
Promoting SME growth & sustainability

WE'RE HIRING

CASHBOOK CLERK

We are seeking highly motivated and enthusiastic candidate to join our team as a Cashbook Clerk in the Finance Department x 1 (SMEDCO HEAD OFFICE)

PURPOSE OF THE ROLE

- The Cashbook Clerk is responsible for maintaining the petty cash book, general accounts and ensuring compliance with financial procedures, internal controls, and the accuracy of the Corporation's financial records and statements.

MINIMUM REQUIREMENTS

- Strong analytical and problem-solving skills
- High, attention to detail and accuracy
- Good organizational and multitasking abilities
- Excellent written and verbal communication skills
- Basic knowledge of accounting and business processes
- Proficiency in Microsoft Office applications and Pastel Partner
- Fluency in English, Shona, and Ndebele

QUALIFICATIONS & EXPERIENCE

- Degree/HND in Accounting or Finance
- Part professional qualification, such as CIS, ACCA, CIMA, or CA, is an added advantage
- At least 5-8 years of relevant experience
- Aged between 30 and 45 years

KEY RESPONSIBILITIES

1. Receipting and Banking

- Ensure all payments are processed in accordance with financial procedures
- Prepare banking deposit slips and maintain accurate records of all cash transactions
- Safeguard cash and cheques, and ensure banking is done within prescribed timelines
- Perform regular reconciliation of books of accounts in line with accounting standards.

2. Payments Administration

- Process payments to stakeholders in a timely manner in accordance with approved procedures
- Ensure all payments are supported by appropriate documentation
- Manage petty cash and ensure proper accountability and reimbursement processes
- Disburse cash upon receipt of duly approved documentation
- Ensure acknowledgement of receipt for all disbursements
- Facilitate timely disbursement of approved funds

3. Financial Administration and Reporting

- Prepare and maintain Petty Cash Book, General Account, Cashbook, and Loan Accounts
- Perform bank reconciliations and maintain accurate financial records
- Maintain asset registers and inventory
- Liaise with service providers and banks on financial matters

Interested candidates who meet the above requirements should submit an application with a detailed curriculum vitae and copies of academic certificates saved as a single PDF file to humanresources@smedco.co.zw on or before close of business day of 15 June 2026. Strictly send applications via email. Only shortlisted candidates will be contacted. Female candidates are encouraged to apply.

APPLY NOW