Developing
Sustainable Industrial
Mozambique

MOZ PARKS

JOB OPPORTUNITY

ACCOUNTING AND FINANCE ASSISTANT (M/F)

MAPUTO, MOZAMBIQUE



JOB OPPORTUNITY

ACCOUNTING AND FINANCE ASSISTANT (M/F)

CONTEXT AND OBJECTIVE

Provide support to accounting, treasury, payments, financial control and document filing activities, ensuring that the organisation's financial operations are properly recorded, documented and processed in accordance with internal procedures and legal requirements.

REQUIREMENTS

- Higher education or technical-vocational training in Accounting, Finance, Management or a related field.
- 1 to 3 years of experience in accounting, finance or a similar role.
- Knowledge of financial accounting and basic principles of internal control.
- Good knowledge of Excel and ability to work with accounting/ERP systems.
- Strong sense of responsibility, integrity, organisation and attention to detail.

JOB DESCRIPTION

A. Accounting

- Support the recording and processing of accounting documents.
- Organise, check and file invoices, receipts, debit/credit notes and purchase orders.
- Support the accounting classification of expenses and revenues.
- Support bank and current-account reconciliations and balance analysis.

B. Treasury and Payments

- Support the preparation and organisation of payment processes, checking documentation.
- Update payment schedules, financial commitments and cash-flow information.
- Support the control of bank balances and financial transactions

JOB OPPORTUNITY

ACCOUNTING AND FINANCE ASSISTANT (M/F)

C. Financial Control

- Support the verification of expense compliance with internal procedures.
- Support the control of advances, reimbursements, expense reports and expenses by project/cost centre.

D. Reporting and Administrative Support

- Support the preparation of periodic financial reports and the organisation of information for audits.
- Keep physical and electronic filing systems up to date.

E. Payroll

- Support the preparation of the monthly data required for payroll processing.
- Check salary changes, allowances, deductions, absences and other elements.
- Review the payroll and payment schedules (bank account/NIB), ensuring that all payroll changes are properly supported and approved.

Applications should be sent to **vaga@mozparks.co.mz** by **22 Setempter 2026** with the subject line: **Application – Accounting and Finance Assistant**