



HCCL HOLDINGS



VACANCY

ASSISTANT AUDITOR

(HWANGE MINING AND PROCESSING COMPANY)

Hwange Colliery Company Limited Holdings, a diversified local mid-tier company with business interests in Mining, Real Estate, Health Care, Agriculture, Energy, and Financial Services has a vacancy under the **Hwange Mining and Processing Company** for an Assistant Auditor. Applications are invited from suitably qualified candidates who meet the following minimum requirements.

Key Result Areas

- Assist in planning and conducting audits, including risk assessments, test procedures, and audit report writing
- Conduct audit fieldwork, including data collection, testing and analysis
- Communicate with clients to gather information and address their questions
- Assist in coordinating audit activities with client staff
- Identify and document audit findings, including control weaknesses and recommendations for improvement
- Maintain audit documentation, including audit plans, workpapers and reports
- Assist with other tasks as assigned by supervisors

Person Specification

- A Mature person
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office, particularly Excel, Word and PowerPoint
- Excellent analytical, problem solving, communication and interpersonal skills, with a high level of accuracy and attention to detail
- Age limit - Must be 21 years and above
- No criminal record

Education

- Bachelor's degree in Accounting, Auditing or related field
- Professional qualification in Accounting or Auditing will be an added advantage

Experience

- 1-2 years of Audit experience preferably in a similar environment
- Strong knowledge of auditing standards, laws, and regulations
- Knowledge of IBMS Management Systems

Applications from interested qualified candidates accompanied by a detailed CV, copies of certified educational and professional certificates are to be submitted to the Senior Human Capital Manager on or before **11 April 2025**.

The Senior Human Capital Manager
Hwange Colliery Company Limited Holdings
P O Box 123
Hwange

Or email:
careers@hwangecolliery.co.zw

NB - HCCL Holdings does NOT recruit through agents nor do we charge any fees for recruitment or job applications



MAIN HWANGE OFFICE

Address: HCCL General Office,
Coronation Drive, Hwange, Zimbabwe
Tel: +263 812823101/7

HARARE OFFICE

Address: 112 Swan Drive, Alexandra Park,
Borrowdale, Harare, Zimbabwe
Tel: +263 242781986

BULAWAYO OFFICE

Address: ZITF Site A7-09,
Bulawayo, Zimbabwe
Tel: +263 292272444

Coal Sales: +263 785771236 (Call and WhatsApp)

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Certified to ISO 9001:2015, ISO 45001:2018 and ISO 14001:2015

