

LINK COMMUNITY DEVELOPMENT MALAWI



Job Title	Finance Officer
Hours	Full-time
Accountable to	Finance and Administration Manager (FAM)
Location	Lilongwe, Malawi

ABOUT LINK COMMUNITY DEVELOPMENT

Link Community Development is a family of organisations working in Malawi as well as Ethiopia, Rwanda and Uganda. Link Education International (formerly Community Development) based in the UK, provides support with programme and finance management, governance, communications and fundraising.

Link Community Development believes that a child, vulnerable adult or person at risk should never experience abuse of any kind. We have a responsibility to work in a way that promotes the welfare of all and protects them from harm. We have a zero tolerance approach to any harm to or exploitation of a child or vulnerable adult by any of our staff, representatives or partners.

Link Community Development Malawi (Link Malawi) works to improve access to and the quality of education in Malawi. Since 2008, we have delivered community-based school improvement projects focused on those suffering the highest economic, social and educational marginalisation. We work closely with the Government of Malawi, supported the development of the National Education Standards, and have delivered our inclusive school improvement process in over 500 schools and communities. Our ambitious current programme is improving learning and life chances for 5,000 adolescent girls who have never attended or dropped out of school and face complex, intersecting barriers to education.

JOB PURPOSE

The Finance Officer will be responsible for supporting our strategic plan operationalization through contributing financial expertise and knowledge of managing complex programmes. This role is responsible for reviewing resources implementation to align with approved work-plans, and also alignment to internal and external approved contractual obligations, as well as providing financial information and advice to the Country Director and all officers. This role also requires provisions of day-to-day office administration for staff, operations and processes in supporting the Country Director.

INDICATIVE AREAS OF KEY RESPONSIBILITIES

- Making daily payments of approved transactions and maintaining accurate finance records.
 - Review expense reports (travel expense reports, and operational expense reports for accuracy and completeness
 - Ensuring that expense reports have been fully approved before effecting payments
 - Preparing payment vouchers with proper supporting documentation and recording them in daily cashbook
 - Supporting accurate tracking of expenditure against project budgets by ensuring that all financial records are properly filed and maintained
 - Maintaining an up-to-date record of expenditure against project budgets in QuickBooks
 - Supporting the Finance and Administration Manager (FAM) to complete accurate internal and external reporting
 - Preparing and submitting monthly payroll for Link Malawi, including timely payment of PAYE to MRA as agreed with FAM
 - Managing the Link Malawi Pension and health care schemes with guidance from FAM
 - Supporting FAM to conduct periodic internal audits
 - Preparing monthly reconciliation of Link Malawi bank accounts and petty cash
 - Managing routine payments to key suppliers including for internet and telephone costs, stationery, and rent
 - Coordinating requests for funds from Link Education International and ensuring sufficient cash flow at all
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times in collaboration with FAM

- Participating in preparing for external audit
- Ensuring compliance with procurement procedures as per Link Malawi policies and procedures and acceptable good practice

Other Responsibilities

- Representing Link Malawi at external events and meetings as required
- Any other duties as requested by FAM or Management

PERSON SPECIFICATION

Knowledge and experience

Essential

- Relevant degree in finance
- Registered locally with the relevant accountants' board
- Minimum 5 years' continuous finance experience
- Strong demonstrated experiences in using QuickBooks
- Strong technical skills and super user excel knowledge / experience
- Proven experience of managing multiple project budgets and reporting in accordance with the requirements of specific donors.
- Knowledge of the rules and regulations governing the financial management of NGOs.

Desirable

- Experience working with a small or medium sized international NGO.
- Strong experience of using Quick Books accounting software and advanced Excel skills
- Experience of working with the Foreign, Commonwealth and Development Office (FCDO), and other major international donors.

SKILLS AND ATTRIBUTES

Essential

- A self-starter, able to work autonomously at all levels.
- High level of analytical skill.
- Proven interpersonal skills and the ability to work with colleagues with high workloads.
- Capable of rapid and quality turnaround on a high work load and multiple tasks.
- High IT literacy in MS Office.

APPLICATION NOTES

- The post is full-time, with a 6-month probation, and based in Lilongwe.
 - Link employees are entitled to a generous leave allowance and pension, health insurance and a staff development allowance.
 - Salary is competitive, and dependent on experience and qualifications.
 - The position will start as soon as possible.
 - Please send an **Application Form** and the **Equal Opportunities Monitoring Form** to recruitment@lcdmalawi.org with the subject line "Finance Officer". Application Forms are available here: <https://linkeducation.org.uk/work-with-us/>
 - The closing date for applications is **12 noon (Malawi) on Friday 8th January 2021**
 - A two or three-stage interview will take place from mid-January 2021. Applicants must be available.
 - Only candidates who are invited to interview will be contacted.
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