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**VACANCY**

**FINANCE OFFICER (NENO)**

**ABOUT LINK COMMUNITY DEVELOPMENT**

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

Link Community Development Malawi (LCDM) works to improve access to and the quality of education in Malawi. Since 2006, we have worked with schools to improve the lives of children through unique and effective school improvement models. We support Malawi Government and educators to adopt low-cost solutions to improve learning and support children, with a focus on literacy, numeracy, and inclusion for the most marginalized.

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 or exploitation of a child or vulnerable adult by any of our staff, representatives, or partners.

The following vacancy has arisen at LCDM:

Job Title: **Finance Officer – Neno (Climate Just Communities Project)**

Accountable to: Finance and Administration Manager

Location: Neno

**JOB PURPOSE:**

The Finance Officer will be responsible for supporting our Climate Just Communities Project in Neno through contributing financial expertise and knowledge of managing project. This role is responsible for reviewing resources implementation to align with approved work-plans, alignment to internal and external approved contractual obligations, as well as providing financial information, day-on-day hands-on finance management for the district office and advice to all officers. Working closely with the Finance and Administration Manager (FAM) this role manages day on day finance department deliverables in QuickBooks and other packages.

**AREAS OF KEY RESPONSIBILITIES:**

**Communications and Programs Assistant roles**

* 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
* Supporting FAM to conduct periodic internal audits and preparing for external audit
* 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 the national office to the district office, and always ensuring sufficient cash flow in collaboration with FAM
* Ensuring compliance with procurement procedures as per Link Malawi policies and procedures and acceptable good practice
* Any other duties as assigned from time to time.

**Administration Support Roles**

* Maintain extensive diary management, including booking travel, accommodation, and scheduling meetings with consortium and government partners.
* Review, manage and maintain the filing system in hard and soft copy.
* Provide logistical and administrative support to project activities and events as and when required.
* Undertake office finance administration including procurement, processing invoices and expense claims.
* Provide logistical support to visitors, including donor representatives and evaluation teams.

**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 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 workload and multiple tasks.
* High IT literacy in MS Office.
* Willing and ready to support administrative functions of a district office.

**APPLICATION DETAILS**

* The post is full-time up to March 2026, with a 3-months probation, and based in Neno – possibility of renewal dependent on funding availability.
* 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 a candidate is available.
* Please send an **Application Form, Equal Opportunities Monitoring Form and CV (max 3 pages)** to link@linkedmalawi.org with the subject line “Finance Officer”. Application Forms are available here: [www.linkeducation.org.uk/work-with-us](http://www.linkeducation.org.uk/work-with-us)
* The closing date for applications is **2pm on Thursday 20th February 2025, Malawi time**.
* A two or three-stage interview will take place immediately after. Applicants must be available.
* Only candidates who are invited to the interview will be contacted.

We are an equal opportunity employer, and qualifying female candidates are encouraged to apply.

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