



JOB VACANCY

BACKGROUND:

Malawi Milk Producers Association (MMPA) is an apex body for dairy farmers in Malawi. The mission of MMPA is to alleviate poverty within rural households by promoting and coordinating activities towards the advancement of dairy farming in Malawi. MMPA protects the interest of dairy farmers, lobby for favourable policies, facilitate dissemination of market information, and provide technical support for improved milk production, milk marketing and creation of linkages and networks for dairy farmers.

MMPA received funding from Financial Access for Rural Markets, Smallholders and Enterprises (FARMSE) and We Effect for Implementation of *Community Based Value Chain Financing Project* and *Strengthening Dairy Sector Strategic Plans Programme* respectively. MMPA would like to use part of the funding from FARMSE for the recruitment of a Project Accountant and Four District Project Coordinators. MMPA would also like to use part of the funding from We Effect for the recruitment of an Accounts Assistant.

1. POSITION: Accountants Assistant (1)
DUTY STATION: Malawi Milk Producers Association (MMPA) Head Office in Lilongwe.
CONTRACT DURATION: 29 Months renewable yearly

KEY DUTIES AND RESPONSIBILITIES:

- Handling of the day-to-day organizational financial management requirements.
- Keeping accurate and complete financial records with summary reports tracking monthly revenue and expenditure on all organizational contracts at each month end.
- Ensuring salaries are transferred in a timely manner and maintains payroll records.
- Managing the disbursement and accounting of funds advanced to staff and membership at large.
- Managing the day-to-day effective administration of accounts and petty cash.
- Responsible for the processing of all accounts payable and ensuring all invoices are paid on time.
- Managing banking activities and preparing monthly bank reconciliations.
- Any other duty as directed by management from time to time.

THE PERSON

- Should be a holder of a Bachelor's degree in Finance Management or Accounting with at least five years relevant work experience or a Technician Diploma in Accounting with at least

10 years relevant work experience. Professional accounting qualifications such as ACCA/CIMA will have an added advantage.

- Should be familiar with donor funded projects and donor funds compliance requirements and documentation.
- Should have practical knowledge in managing IFAD/USAID/DfID and EU donor funds.
- Should be a self-starter willing to work during odd hours when need be.

Please explain in your cover letter why you are interested in the position, your relevant experience, and what you would bring to the role. Interviews will be held soon after the Deadline so please indicate your telephone number in your application.

Applications should be submitted by hand or email before Friday, 3rd July, 2020 to:

The National Director,
Malawi Milk Producers Association (MMPA),
Off Mtunthama Drive,
Plot Number 3/203 in Area 3
P.O. Box 376,
Lilongwe.

Email address: info@malawimilkproducersassociation.org CC: brownphulusa@gmail.com

For more information, you can contact Mr Brown Phulusa on 0995 141 506 or 0888555079