



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: Project Accountant (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 Project financial management requirements.
- Providing support and financial advice to The National Director and program staff regarding donor funds tracking, project budgets and financial reporting.
- Ensuring that all field expenditure supporting documents are properly and securely filed.
- Maintaining comprehensive internal controls on grant funds and sub-contracts for services and goods suppliers.
- Coordinating the annual budgeting process and tracking of actual performance against the budgets.
- Keeping accurate and complete financial records with summary reports tracking monthly revenue and expenditure on all contracts at each month end.
- Advising management on binding tax and employment national obligations.
- Managing the disbursement and accounting of funds advanced to project staff and goods and services suppliers.
- Preparing accurate and timely monthly, quarterly and annual internal and external financial reports.
- 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 professional accounting qualifications such as ACCA/CIMA and at least five years relevant work experience. Those with a Technician Diploma in accounting and professional accounting qualifications should have at least 10 years relevant work experience. A Master's Degree in Finance or Accounting 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 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