



VACANCY

POSITION: Accountant

PLACE OF ASSIGNMENT: Malawi Milk Producers Association (MMPA)

APPLICATION DEADLINE: 23rd August, 2021

START DATE: 1st September, 2021

BACKGROUND:

The mission of the Malawi Milk Producers Association (MMPA) is to alleviate poverty within rural households by promoting and coordinating activities towards the advancement of Dairy farming in Malawi. By so doing MMPA protects the interest of dairy farmers, lobby for favourable policies, facilitate dissemination of market information, provides technical skills for improved milk production and quality milk products as well as creates linkages and network for farmers.

MMPA is implementing activities to increase milk production and the number of dairy animals in Malawi.

The Accountant provides quality and proper stewardship of all donor grants by managing the financial resources of projects and relay the flow of information to program staff and headquarters.

The Accountant will be responsible for all field-level financial activities, including day-to-day accounting practices, management and reporting, budget, general accounting, billing, grants, taxes and financial management

KEY DUTIES AND RESPONSIBILITIES:

Donor Grants Management

- Handles the day-to-day financial grant management (non-programmatic) aspects of donor grants.
- Provides support to program staff regarding donor tracking, project budgets and financial reporting.
- Is familiar with the project compliance requirements/documents and advises the National Director accordingly.
- Tracks and manages field-level donor grant contracts and payments to beneficiaries and their budget pipelines.
- Ensures that all field expenditure supporting documentation are properly filed and secured.

- Maintains comprehensive internal controls on grant and financial management, and sub-contracts to beneficiaries.
- Maintains burn rates of project monies on a monthly basis.
- Keeps the relevant staff informed about upcoming reporting deadlines and related deliverables thereby ensuring smooth completion of work responsibility throughout the life of award processes.
- Troubleshoots, when necessary, any field-level misunderstandings between MMPA and Donor in close collaboration with the programmes department and National Director.
- Coordinates the annual budget process and tracks actual performance against the annual budgets.

Financial reporting

- Prepares accurate and timely monthly internal and external financial reports.
- Keeps accurate and complete financial records for each program with summary reports tracking monthly revenue and expenditure on all grants and contracts at each month end.
- Allocates shared project costs to relevant projects.
- Prepares monthly cash forecasts and requests in consultation with the project managers.
- Ensures salaries are transferred in a timely manner and maintains payroll records.
- Manages the disbursement and accounting of funds advanced to staff and membership at large.
- Manages 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.
- Manages banking activities and prepares monthly balance sheet reconciliations.

Compliance

- Ensure compliance to internal and donor policy requirements.
- Advises leadership on the legal, tax and employment regulations of the Country.
- Ensure that proper procedures and regulations regarding the maintenance of bank accounts, and exchange rates are followed.
- Ensures all statutory deductions and payments are remitted to the relevant agencies within the set time-frames.
- Assists in the preparation of the annual audit and additional donor specific audits.
- Maintains a log of compliance and human resource matters reported and ensures appropriate escalation and response to ensure resolution.
- Prepares year end schedules and compiles other documentation for audits.
- Submits of monthly and specific compliance reports on the work-in-progress to the National Director and Programmes.

EDUCATIONAL REQUIREMENTS:

A Bachelor's degree in Financial Management and Accounting. Those studying towards ACCA/CIMA will have an added advantage.

MINIMUM EXPERIENCE REQUIREMENTS:

- A minimum of three years' experience in leadership level financial accounting, grants management and administration.
- Familiarity with specialized non-profit industry accounting practices, budget monitoring, reporting requirements and procedures.
- Practical knowledge in managing IFAD/USAID/DfID funds.
- Women are highly encouraged.

KNOWLEDGE, SKILLS & ABILITIES:

- Proficiency in clearly communicating information about finances and accounting issues to non-accountants and individuals with varying levels of financial expertise.
- Acumen in maintaining accurate financial records and preparing clear and accurate reports for informational, auditing, and operational use.
- Demonstrated leadership qualities and ability and skills to succeed in a teamwork environment.
- High focus on deadlines and attention to detail.
- A proven track record of trustworthiness, personal accountability, and exceptional ethics.
- Action oriented and resilient.
- Computer skills including spreadsheets, database, accounting package i.e.(Sage, Pastel Partner, QuickBooks).
- Ability to work under pressure and meet deadlines.

APPLICATION:

To apply, please use any of the following options,
Submit electronic copies of cover letter, CV with references and scanned copies of relevant certificates to info@mwmilkproducers.org cc: chagona.herbert@gmail.com
or Submit a cover letter, CV with references, copies of relevant certificates to Malawi Milk Producers Association, Area 3/203, Near Mtunthama Round About, 2nd Turn Right, First Gate Right, behind Water Board Tanks., P.O. Box 376, Lilongwe.

Please explain in your cover letter why you are interested in this 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.

For more information, please contact Brown Phulusa on 0995 141 506 or 0888 555 079 or the above email address.

OTHER INFORMATION

Only short listed candidates would be called for interview.