



VACANCIES

TEMPORARY ACCOUNTS ASSISTANTS (2)

The United States of America (USA), acting through the Millennium Challenge Corporation (“MCC”) and the Republic of Malawi (“Government”) signed a five-year Compact. Under the Compact, MCC provided funding of up to **US\$350.7** million to Government to implement a program to reduce poverty through economic growth in Malawi. The Compact, which entered into force on **September 20, 2013** is being implemented to improve efficiency of the energy sector, focuses on revitalizing the power sector in Malawi. The Government designated the Millennium Challenge Account - Malawi (MCA-Malawi) to implement the Compact on its behalf.

MCA-Malawi is currently seeking to recruit two Temporary Accounts Assistants

Reporting to: Accountant

Job Purpose:

To capture and process accounting data in SAP, process the payments to vendors, preparation of reconciliations and conduct quality control (validation) of all accounting documents submitted to the Fiscal Agent (FA) for processing.

Responsibilities

1. Vendor Payments processing

- Match invoices from vendors with corresponding Local Purchase Orders/Contracts, Goods Received Notes etc. to ensure accuracy and consistency.
- Reconcile Vendor Statements with payments made by the FA

- Review Invoices relating to meetings and workshops and ensure that such request for payments/invoices are supported by list of the participants together with their signatures evidencing attendance.

2. Duty Waivers and VAT Free Applications

- Assisting in the processing of documentation required for duty waiver requests to Malawi Revenue Authority
- Assisting in the processing of ST14 forms for VAT exemption requests to Malawi Revenue Authority

3. Staff Travel

- Handling of travel advance liquidations by staff

4. Data capture and processing in SAP

- Capture accounting data in SAP, raise GRNs where needed and secure approvals.
- Validate data entered into SAP to ensure accuracy before posting.
- Reconcile data in SAP with QDRP where necessary.
- Support Directors to produce reports where necessary

5. Preparation of Reconciliations and record keeping

- Prepare bank Reconciliations
- Conduct Vendor Statement reconciliations to determine amounts owing.
- Review Travel Liquidations from staff and ensure accuracy and compliance with FAP
- Maintain an accurate and user friendly filing system of documents.
- Any other duties as assigned by the Accountant

Qualifications

- Diploma in Accounting (preferred) or Finance

Competencies/Attributes

- Approximately three (3) years of relevant professional experience
- Experience in financial management systems and processes.
- Full computer skills in email, word processing, spreadsheets, the Internet, and familiarity with Management Information Systems.

- Knowledge of SAP System
- Ability to work under pressure and meet deadlines
- Strong attention to detail
- Excellent written and verbal communication skills in English.

The job advertisement can also be accessed on the following website: www.mca-m.gov.mw

Interested applicants are requested to submit their qualifications (**copies of certificates**), CVs, and names and contact phone numbers of three referees preferably two of whom you have reported to in your recent/current job(s) to the following address:

**The Human Resources Manager
Millennium Challenge Account-Malawi,
P.O. Box 31513,
Lilongwe 3
Email: hrmcam@mca-m.gov.mw**

Physical Address: Pamodzi House, Off Presidential Way, Plot No. 13/42

Closing date for receiving applications is 9th November, 2017.
Only shortlisted candidates will be acknowledged.