



MALAWI COLLEGE OF HEALTH SCIENCES

EMPLOYMENT OPPORTUNITY

Malawi College of Health Sciences is a Parastatal organization with its Central Office in Lilongwe and Campuses in Lilongwe, Blantyre and Zomba. The College is primarily engaged in the training of Health Workers that form a vital component of the Malawi Government plans to improve the health of the Nation's population.

Applications are invited from suitably qualified and experienced candidates for the position of **FINANCE MANAGER** tenable at the Central Office of the College in Lilongwe.

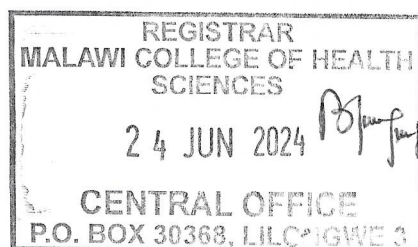
QUALIFICATIONS

- Bachelor of Accountancy/Commerce/ Finance and a professional qualification such as ACCA or CIMA
- Membership with professional bodies in Malawi,
- 5 years' work experience at Senior Management level,
- Ability to make use of computer information systems,
- Good communication and interpersonal skills,
- High analytical skills,

DUTIES AND RESPONSIBILITIES

Reporting to the Executive Director, the successful candidate will manage financial resources and provide functional guidance on all accounting activities within the College which include the following responsibilities:

- a) Coordinating the preparation, implementation and control of the College budget in consultation with the Executive Director.
- b) Maintaining a financial information system.
- c) Reviewing the college financial records and statements.
- d) Producing monthly and quarterly management accounts and annual financial accounts for the Executive Director, Board of Governors and other stakeholders.



- e) Producing financial reports to donors and ensure their timely submission.
- f) Assist in resource mobilisation.
- g) Responding to financial audit queries.

The position will be offered on a three-year contract, renewable based on satisfactory performance

Applications supported by comprehensive Curriculum Vitae, with names of three (3) traceable referees, copies of certificates and a copy of the national identity card should be submitted not later than Friday **12th July, 2024** to:

**The Comptroller
Department of Statutory Corporations
P.O. Box 30061
Lilongwe 3.**

Only short-listed candidates will be acknowledged.

