



Ambasáid na hÉireann
Embassy of Ireland
Lilongwe

Accounts Officer (Temporary Position)

Job Description

Background

The Embassy of Ireland has responsibility for managing Ireland's bilateral relationship with Malawi, The Embassy has responsibility for the implementation of Ireland's Country Strategy for Malawi (2016-2020). The Country Strategy incorporates all aspects of Ireland's bilateral relationship with Malawi including political, trade, and consular support, as well as the delivery of Irish Aid's programme of development cooperation which amounts to €73.5 million from 2016-2020.

The Embassy of Ireland currently has a vacancy for an Accounts Officer to provide temporary support to our finance team for a period of up to nine months.

Role of Accounts Officer

The Accounts Officer will provide support to the Embassy management team in the day to day management of the accounts in relation to both operating expenses and management of funds. S/he will report to the Finance Manager and will also liaise on an ongoing basis with programme advisers, providing support in the analysis of programme budgets and financial reports.

1. Processing Transactions and Maintenance of SunSystems

- Processing payment runs and verifying that all payments are appropriately authorised with all required supporting documentation in place
- Posting all receipts and sundry charges to SunSystems
- Preparing any required journal entries
- Posting all petty cash transactions
- Preparing cheques and transfer instructions
- Set up of payee codes on SunSystems
- Posting of Budget and any approved budget adjustments to SunSystems

2. Reconciliations

- Preparation of all bank and petty cash reconciliations, for approval by the Finance Manager
- Preparation of consular, visa and passport income and stock reconciliations
- Maintaining fixed asset and inventory register
- Reconciliation of staff loans account
- Reconciliation of staff travel advances, ensuring these are retired in accordance with Procedures

3. Payroll and Statutory Taxes

- Prepare statutory payroll returns for submission to MRA in accordance with the specified deadlines
- Prepare VAT reclaim requests

4. Reporting and Other

- Assisting the Finance Manager in the preparation of the Monthly Management Accounts
- Provide support to programme advisers in analysis of Irish Aid programme budgets and financial reports
- Assisting the Finance Manager in the preparation of the annual Financial Statements and preparation for the annual Audit
- Responding to queries from Auditors and the Irish Controller and Auditor General for additional information / supporting documentation
- Ensuring compliance with all financial procedures as prescribed and appropriate accounting standards
- Responding to requests for information from Headquarters Finance Division in a timely manner
- Any other duties as may be assigned from time to time

Qualifications, Skills, Experience and Competencies Required

The candidate should have at least a bachelor's degree in accounting from a well-recognised institution and 2 years post qualification experience in a similar position in a dynamic organisation. ACCA or CIMA will be an advantage. S/he should be fully conversant with statutory and tax filing requirements in Malawi and with generally accepted accounting practices. S/he must be proficient in the use of Microsoft Excel and Word. S/he must have experience in working with a recognised accounting package. Experience of Sun Systems and Q&A Excel reporting tool would be an advantage. Experience of working with an organisation involved in the field of international development would be an advantage.

In addition, the successful candidate should be/have:

- An excellent communicator, with good written and oral skills in English
- Excellent analytical skills with strong problem solving skills
- Comfortable working within a multi-disciplinary, multi-cultural development team
- Demonstrate a high degree of integrity, trust and flexibility
- Good team working, and other personal effectiveness skills are essential

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