



POSITION DESCRIPTION

JOB TITLE: Finance Officer, PSE/BBS, ICAP in Malawi

TERM OF EMPLOYMENT: Contract

LOCATION: Lilongwe, Malawi

ICAP at Columbia University is an international non-profit organization that aims to ensure the wellness of families and communities by strengthening health systems around the world.

In partnership with the United States Centers for Disease Control and Prevention (CDC), ICAP is conducting Population Size Estimation and HIV Biobehavioral Surveys (BBS) among selected KPs in Malawi. The overall goals are to estimate HIV prevalence, viral load suppression, population size, and the progress toward reaching the 95-95-95 and 10-10-10 targets among four key populations

OVERALL JOB FUNCTION

Reporting to the Finance Manager, the Finance Officer is responsible for the day-to-day-operational financial accounting of ICAP in Malawi office.

This is a grant funded, One year contract, Non-Renewable.

RESPONSIBILITIES:

- Maintenance of QuickBooks accounting package, QuickBooks updating and reconciliation.
- Verify staff submissions and process their travel advance requests for country office staff and survey teams
- Process travel advance reconciliations for country office staff and survey teams
- Process and enter transactions into mobile money to pay survey teams and participants
- Mobile money transaction reconciliations and reporting
- Tracking of travel advances for both office staff and survey team
- Production of monthly travel advance statements for country office staff and survey teams
- Verify submissions and process reconciliations of payments to survey participants.
- Verify fuel reconciliations and process fuel replenishments for survey teams.

- Ensure compliance with local regulations and laws regarding taxes, social welfare payments and other remittances.
- Apply and control financial procedures and forms, ensuring that each transaction and payment has the necessary approval, justification and necessary supporting documentation.
- Review of office and survey supplies procurement documents and processing them for payment if to be bought locally in Malawi
- Ensure compliance with donor requirements and assist with donor compliance tasks while providing an interface between ICAP Malawi and the compliance team.
- Cash management for all cash transaction in exceptional cases
- Online banking entries and writing check payments
- Petty cash management and reconciliation
- Preparation of monthly bank reconciliations
- Review transaction documents submitted by sub recipients that are in line with ICAP standard operating procedures and USG cost principles.
- Compiling of documents for VAT claim processing and submission to the Malawi Revenue Authority for reimbursement
- Complying with contractual requirements including timely submission of reports to the Finance Manager and Director of Administration and Finance for consolidation
- And any other duties as assigned

QUALIFICATIONS AND ATTRIBUTES:

- Bachelor's Degree in Accounting obtained from a recognized institution plus 2 years' experience in a busy accounting office or Advanced Diploma in Accounting (ACCA/ICAM) with 5 years' relevant experience.
- Must be a registered member of Malawi Accountants Board and Institute of Chartered Accountants in Malawi (ICAM)
- High integrity and ethical conduct
- Relationship management skills and ability to lead and work with teams
- Able to meet deadlines
- Sound analytical skills

PREFERRED EXPERIENCE AND OTHER SKILLS:

- Minimum 3 years' experience in a similar position in an International Organization
- Knowledge of United States Government standard provisions and rules and regulations (Cost principles preferred)
- Knowledge of Accounting software, QuickBooks Accounting Software preferred.
- Computer literate preferably Microsoft Word, Excel, Outlook and PowerPoint
- Effective writing, verbal and listening communication skills in English
- Very effective organization and time management skills
- Flexible, honest and trustworthy and with sound work ethics
- Good financial calculation understanding, knowledge and skill.
- Attention to detail and high level of accuracy
- Strong communication skills, including written, verbal, and presentation in English
- Ability to work flexible hours as required

TRAVEL REQUIREMENTS

- No Travel Requirements

***ICAP** is an equal opportunity employer, values inclusion and a diverse workforce. All qualified applicants will receive equal consideration for employment.*