

VACANCY ANNOUNCEMENT

The Malawi School of Government (MSG) is a statutory higher education institution established under the Malawi School of Government Act No. 33 of 2022. The School is mandated to provide high-quality human resource development programmes, through training, research, consultancy and advisory services aimed at strengthening their capacity and promoting effective governance, leadership and institutional performance in the public and private sectors.

The Malawi School of Government invites applications from suitably qualified, competent and motivated candidates to fill the following position:

SENIOR FINANCE OFFICER-MANAGEMENT ACCOUNTING

Grade: SG6

Department: Finance and Investments

Reports to: Finance Manager

Supervises: Finance Officers

JOB SUMMARY

The Senior Finance Officer is responsible for supporting the provision of effective, efficient and accountable financial management and accounting services to the Malawi School of Government in accordance with applicable financial management policies, procedures, laws and regulations.

KEY DUTIES AND RESPONSIBILITIES

The successful candidate will be responsible for the following:

Financial Management

- Implement and monitor effective financial control systems and mechanisms.
- Generate, review and analyse general ledger reports.
- Review and verify accounting codes used in financial transactions.
- Support the preparation of sectional budgets and monitor their implementation.
- Support in the preparation of the institutional budget and annual performance Management plans and their review

- Prepare periodic financial and management reports.
- Conduct regular financial analysis and project appraisal
- Allocate work to Finance Officers and monitor their performance.
- Participate in staff performance appraisal and development.

Management of Payables

- Review payment requests and supporting documentation to ensure compliance with approved procedures.
- Ensure proper maintenance and filing of accountable documents.

Management of Receivables

- Monitor revenue collection and ensure timely banking of receipts.
- Monitor outstanding receivables and support appropriate follow-up and recovery actions.

Bank and General Ledger Reconciliations

- Prepare and review bank reconciliations.
- Prepare and review general ledger reconciliations.
- Investigate and resolve reconciling items in a timely manner.

Audit, Tax and Financial Reporting

- Facilitate and coordinate the preparation of audit schedules and supporting documentation.
- Respond to audit queries and ensure timely implementation of agreed audit recommendations.
- Prepare timely and accurate financial reports.
- Prepare, complete and submit tax returns in accordance with applicable tax laws and regulations.
- Support both internal and external audit processes and other financial reviews as required.

QUALIFICATIONS AND OTHER ATTRIBUTES

Applicants must meet the following requirements:

- A Bachelor's Degree in Accountancy from a university accredited or recognised by the National Council for Higher Education (NCHE).
- A professional accounting qualification such as ACCA, CIMA or CPA.
- At least five (5) years of relevant post-qualification experience in a comparable organisation in either the public or private sector.



- Demonstrable experience in financial planning and management, financial reporting, management accounting, financial accounting and/or capital development projects.
- Demonstrable ICT proficiency, particularly in the use of accounting and financial management systems and the preparation of financial reports.
- Membership of and registration with a relevant professional accounting body in Malawi.
- Strong analytical, communication and interpersonal skills.
- High levels of integrity, professionalism and attention to detail.
- Ability to work independently and as part of a team while meeting tight deadlines.

METHOD OF APPLICATION

Interested and suitably qualified candidates should submit an application letter, detailed Curriculum Vitae and the names and contact details of three (3) traceable referees.

Applications should be addressed to:

The Director General
Malawi School of Government
P.O. Box 30801
Lilongwe 3
Malawi

Email: recruitment@msg.ac.mw

Closing Date: 3rd September 2026. Only shortlisted candidates will be contacted.

Malawi School of Government is an equal opportunity employer.