



NURSES AND MIDWIVES COUNCIL OF MALAWI

A. INTRODUCTION AND BACKGROUND

Nurses and Midwives Council of Malawi (NMCM) is the regulatory body of Nurses and Midwives established in 1966 under the act of parliament Laws of Malawi Cap 36:02. NMCM is mandated to develop, maintain, monitor, evaluate and control the profession of Nursing and Midwifery thereby contributing to the national goal of promoting the health status of Malawians. As a regulatory, NMCM has the role of regulating the education, training and practice, and professional conduct of Nursing and Midwifery personnel in the country.

NMCM is inviting suitably qualified and experienced Malawian Nationals to fill vacant position of **Assistant Finance Officer(permanent)** tenable at NMCM offices in Lilongwe. The following are the required personnel and work-related traits for the vacant position

Job title: Assistant Finance Officer

B. Key duties and responsibilities

- a) Issuing receipts for all the direct deposit monies
- b) Ensuring safe custody of Council funds.
- c) Producing daily banking summaries for all deposits and receipted amounts.
- d) Maintaining payment and receipts cash books, ledgers and all relevant documentation records
- e) Managing petty cash float and disbursing properly and timely including processing the recouping of float
- f) Assisting in preparing monthly bank reconciliation statements as well as reconciliation of direct deposits
- g) Assisting in Maintaining relevant books of accounting and ledgers and producing relevant periodic statements
- h) Filing accounting documents such as deposit slips, paid vouchers and all relevant documents and maintaining an efficient filing system
- i) Participating in preparing and recording payment vouchers and cheques
- j) Participating in preparing the daily voucher list and cheque dispatch list
- k) Participating in compiling payment vouchers and maintaining creditors and debtors' ledgers
- l) Preparation of withholding tax certificates and reconciliation of withholding tax account.
- m) Assist in the preparation of financial records for external audit
- n) Any other duties relevant to the post

Minimum Academic and Professional Qualifications and Work Experience

- Diploma in Accounting plus
- four 4 years' experience at Accounts Clerk level
- Active members of ICAM

C. REQUIRED COMPETENCIES

- Ability to prioritize work efficiently;
 - Ability to work independently;
 - Strong planning and organizational skills;
 - Excellent in communication
 - Self-motivated, assertive and action oriented;
- Strong computer skills with knowledge of computerized accounting system

METHOD OF APPLICATION

- Interested applicants should send their application letters and detailed Curriculum Vitae including three traceable referees, including previous employer, not later than June 14, 2024 to:
- The Registrar, Nurses and Midwives Council of Malawi, P.O Box 30361, Capital City, Lilongwe 3. nmcm@nmcm.org.mw
- **NMCM IS AN EQUAL GENDER BASED OPPORTUNITY EMPLOYER AND ONLY 8SHORTLISTED CANDIDATES WILL BE ACKNOWLEDGED.**