



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 body, NMCM has the role of regulating the education, training, and practice, and the professional conduct of Nursing and Midwifery personnel in the country.

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

MAIN PURPOSE OF THE JOB

Reporting to the Senior Finance Officer, the incumbent shall be handling the day to day activities of the finance section for its smooth operation

Key duties and Responsibilities

- a) Management of accounts receivable, receipts allocation, and debtor management
- b) Reconciliation of customers' accounts and all queries are addressed.
- c) Management of statutory obligation accounts and ensure paid in good time.
- d) Management of input VAT.
- e) Participating in the preparation of Quarterly financial reports
- f) Participating in the preparation of annual budget and mid-year budget review.
- g) Participating in the preparation of financial records for annual audit.
- h) Handling work advances and process the liquidation.
- i) Reconciliation of control accounts and expenses ledgers

- j) Management of Inventory including physical stock account, reconciliation and accurate documentation.
- k) Participate in the month-end and year-end close process.
- l) Assist in the improvement of existing financial systems and processes
- m) Orderly filing of all financial records.
- n) Providing timely response to audit queries to facilitate the completion of annual audited.
- o) Responsible for bank deposits to ensure that they are deposited according to the established procedures.
- p) Carrying out any other duties relevant to the job assigned from time to time.

REQUIRED COMPETENCIES

- a) Ability to prioritize work efficiently;
- b) Ability to meet strict deadlines,
- c) Strong planning and organizational skills;
- d) Excellent in communication
- e) Result orientated and team player
- f) Knowledge in accounts receivable and debtor's management.
- g) Self-motivated, assertive and action oriented;
- h) Strong computer skills with knowledge of computerized accounting system.

MINIMUM QUALIFICATIONS AND WORK EXPERIENCE

- a) Bachelor's Degree in Finance /Accounting from accredited institutions
- b) Studying toward final stage of ACCA, CIMA
- c) Four years' experience in a similar position or Accountant Level
- d) Registered with ICAM and in good standing order.

METHOD OF APPLICATION

- Interested applicants should send their application letters and detailed Curriculum Vitae including three traceable referees, including previous employer, not later than 30 October, 2026 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.**