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**JOIN OUR TEAM**

**ADVERTISEMENT FOR ACCOUNTS ASSISTANT - LILONGWE**

**Background**

Self Help Africa Malawi is an international non-governmental organisation working to create opportunities for lasting improvement in peoples’ lives. We work in partnership with others to support a range of livelihoods and food security, WASH and health, sustainable energy and gender equality programmes reaching over 1,000,000 people a year across Malawi. Globally, we work in nine countries across Africa, Asia and South America, however our Malawi programme is by far and away our largest and most established country programme. SHA currently operates in 17 districts in Malawi, supporting 24 on-going projects. This is an exciting time to join us as we seek to tackle the global challenges in progressive and innovative ways.

Self Help Africa is an international development organisation, and is committed to the safeguarding of all those who we come into contact with or through our work. We are committed to preventing any type of unwanted behaviour relating to our work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and we are committed to promoting the welfare of children and the people we aim to assist with whom Self Help Africa engages. Self Help Africa expects all staff and volunteers to share this commitment and uphold the values and behaviours outlined in the [Code of Conduct](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Code-of-Conduct-2023_Final_English.pdf) and [Child and Adult Safeguarding Policy](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Child-and-Adult-Safeguarding-Policy-2023_Final_English.pdf), inside and outside of work hours. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Recruitment to all roles in Self Help Africa may include, and be subject to, a criminal records self-declaration, references, and other pre-employment checks, which may include police and qualifications checking. Self Help Africa is committed to the principles of the Misconduct Disclosure Scheme and will request information from previous employers about any findings of sexual exploitation, sexual abuse or sexual harassment during employment. By submitting an application, the applicant confirms his/her understanding of these recruitment procedures.

Research shows that women and those from marginalised ethnic groups are less likely to apply to jobs unless they meet every single requirement. If you’re excited about this role but your experience doesn’t align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

**Job purpose:** The Accounts Assistant will provide support to the Finance team by assisting with financial transactions, maintaining accurate financial records, and ensuring compliance with financial regulations.

# Key responsibilities and duties

**FINANCE**

* Preparation of payment vouchers for fully approved documentation
* Submission of monthly tax returns
* Scanning of all payments vouchers and all other supporting documentations and related files
* Filing of any financial documents
* Posting documents in PSF & SAGE

**AUDIT SUPPORT**

* Provision of documentation to auditors according to presented sample

**QUALIFICATIONS AND DESIREABLE EXPERIENCE**

* Diploma in Accounting and those with Bachelor’s in Accounting have added
* Advantage
* 2 years of experience in an accounting or finance role.
* Proficient in accounting software and Microsoft Office.
* Strong analytical and problem-solving skills.
* Attention to detail and ability to maintain accuracy.
* Excellent communication and interpersonal skills.

**How to apply**

Qualified and interested candidates who meet the stated requirements must submit a completed Application Form, downloadable on <https://gsha.box.com/v/applicationform>. The completed application form should be uploaded together with the **Cover letter, Curriculum Vitae and Copies Certificates** saved in your name to;… <https://selfhelpafrica.org/ie/careers-apply/?jbcd=500QD00000TfSe5%20-%20ADVERTISEMENT%20FOR%20ACCOUNTS%20ASSISTANT%20-%20LILONGWE%20(74075)>

No hard copies / physical applications will be accepted. **Please note zipped Folder will not be accessed.**

**Closing date for the receipt of completed application forms is 12:00 Midnight of 28th February 2025** Only short-listed candidates will be contacted.

Self Help Africa takes the safety and well-being of all those we work with, and our staff, very seriously. We have a zero-tolerance policy on abuse. Our recruitment is safe, meaning that we recruit staff with the highest values and standards of ethical behaviour. Self Help Africa has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.

For more information about the organisation, please visit our website at [www.selfhelpafrica.net](http://www.selfhelpafrica.net/).

**SHA is an equal opportunity employer.**