

FINANCE AND ADMINISTRATION MANAGER

Ivy League Developments Limited, the owner of Ufulu Gardens Hotel in Lilongwe and Western Construction Limited seeks to recruit a Finance and Administration Manager. The post is tenable in Lilongwe.

This role

This role is to provide leadership for the Finance and Administration function within the two companies.

The role reports to the Managing Director and is part of the two companies' senior management team.

It has direct line management responsibility for the Accountants and Accounts Assistants and administration Officers.

Key responsibilities in the two companies

You will be responsible for ensuring:

1. Budgeting and accounting processes conform with accounting standards and the companies' organisational requirements.
2. Reports are accurate and presented in a way that senior management, Boards of Directors and external stakeholders can understand;
3. There are proper controls in place in the Finance and Administration function and the wider organisation to prevent fraud and other irregularities, including:
 - a. Segregation of duties in the finance and administration office;
 - b. Documentation of all financial procedures;
 - c. Complete and accurate entry of financial transactions on the financial system;
 - d. Complete records to back up:
 - i. transactions on the system;
 - ii. all cash and bank transactions.
4. Full compliance of finance and HR procedures with legislative requirements and requirements of regulatory bodies such as the Malawian Revenue Authority.
5. All HR and other procedures in the Staff Handbook are fully operational and comply with Malawi legislation
6. Procurement processes set out in the Procurement Policy are fully operational
7. Compliance with all procedures set out in the Accounting and Finance Manual, Procurement Policy, Staffing Handbook and Hotel Operations Manual.
8. A well-managed support function, with effective finance, HR, transport, and procurement functions
9. Ensuring a timely and accurate set of accounts are produced for annual audit
10. Management and safeguarding the organization's assets.
11. Management of payroll.

Qualifications and Competencies

- A Bachelor's degree in Accountancy+ Qualified Accountant with ACCA or CIMA + Minimum of three years' experience.
- Membership of the Institute of Chartered Accountants in Malawi.
- Senior management experience in financial management capacity and audit experience.
- Proficiency in SAGE accounting software.
- An ability to think strategically about finance, including how effective financial management can help the companies achieve their mission
- Very high level technical ability, including:
 - Ability to provide high level financial input into company activities;
 - High level analytical skills that enables him/her to understand the fundamental financial issues that an organization like the hotel and construction companies face and come up with solutions;
 - Strong financial accounting knowledge and skills;
 - A very good knowledge and understanding of the financial, operational and compliance risks which affect hotels and construction companies;
- Confidence and resilience in dealing with internal and external stakeholders.
- Ability to maintain professional independence without compromising team player skills.
- Excellent oral and written communication skills.
- Fluency in spoken and written English and Chichewa.
- Good Character, Ethical, Interpersonal skills and ability to produce reports under tight deadlines.

If suitably qualified and interested, apply before 30 June 2018 and email applications to: aleksandr.alain.kalanda@gmail.com. Only short- listed applicants will be acknowledged.