



# Job Advert: Finance and Administration Officer

## 1. SUMMARY OF JOB POSITION

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Job Title	Finance and Administration Manager
Location of Assignment	Zomba
Department	Finance and Administration
Reports To	Chief Executive Officer
Duration of Contract	2 Years

## 2. ABOUT UNIVERSITIES AND COLLEGES ASSOCIATION (UCAM)

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UCAM was formed in 2018. The association aims to provide a platform of common interest for reflection, consultation, debates, cooperation, and collaboration within higher education in Malawi.

## 3. SPECIFIC CONTEXT OF THE ROLE

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### Specific Context for this Role:

The Finance and Administration Officer is vital in managing UCAM's financial and administrative functions. As a leadership team member, this officer oversees UCAM's financial and administrative tasks per the activities and objectives set out in UCAM's core business.

The position also exists to provide management with accurate and timely information on the financial status and performance of the operations so that management can make informed decisions. The job ensures financial accountability and compliance with policies and statutory requirements. It also provides oversight of the organisation's administration functions.

## 4. SCOPE OF WORK

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### Principal Responsibilities:

- To develop and monitor UCAM's financial and administrative systems to ensure the process complies with standard organisational and donor policies and procedures.
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UCAM Secretariat

✉ E-mail: [universitiesmalawi@gmail.com](mailto:universitiesmalawi@gmail.com)

☎ Telephone/WhatsApp: +265(0) 881823022  
or visit the 🌐 Website [www.ucamalawi.org](http://www.ucamalawi.org)



- To lead in budget preparation, consolidating budgets for approval by management and the Board, managing all budgets by reporting the burn rate for each activity, and reviewing actual performance against the budgets.
- To undertake administrative procurement under the guidance of procurement and compliance policies and procedures.
- To prepare financial statements for audits, oversee the auditor's work, and submit the audit report to UCAM management.
- To actively participate in the senior management team meetings.
- To provide administrative oversight of staff or volunteers in your sphere of influence.
- Assist in coordinating and organising conferences and other events for UCAM
- Maintaining all records of UCAM.

### **Specific Duties:**

#### **Financial System Design and Implementation**

- Design and draft financial policies and procedures for UCAM
- Establish an electronic financial system that streamlines both fiscal and operational implementation

#### **Budgeting and Forecasting**

- Liaise with UCAM staff to prepare monthly, quarterly, and annual forecasts for submission to the Board and donors.
- Prepare annual and quarterly interventions as needed and budget for operations expenses.

#### **Accounting**

- Ensure the integrity of UCAM's internal financial systems and monitor compliance with all reliable systems controls.
- Manage the overall accounting and recording of all transactions and ensure complete records are available and securely kept electronically and in order.
- Process cheque requests and wire transfer requests for payments to Grantees, consultants, and vendors in compliance with contract requirements and the Project.
- Ensure payments are made following local tax requirements.
- Ensure consultant, grantee, and vendor invoices are stored securely.
- Review all payments for procurement for goods, services, and grants have adequate documentation, approvals are present, and the spending is in line with finance and procurement guidelines.
- Ensure that all of these transactions are posted weekly and updated.
- Review weekly bank and petty cash reconciliation reports and ensure they are done in a timely.
- Ensure timely processing of local travel expense claims based on approval by the CEO.

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- Ensure compliance with donor and UCAM policies and regulations outlined in the Finance Manual.

#### Financial Reporting

- Provide weekly and financial reporting to the CEO.
- Prepare quarterly management reporting to present to the Board.
- Timely reporting to meet period reporting requirements as provided in grant agreements.
- Staff Monitoring, Payroll and Benefits
- Track employee monthly compliance and attendance.
- Process payroll payments to staff timely.
- Administer benefits plans for staff that are compliant with Malawi Labour law.

#### Administration

- Ensure that travel of local and international staff is managed efficiently and following prevailing policies;
- Supervise administration activities and staff and Information, Communication Technology (ICT)
- Supervise management office premises (cleaning, electricity, water, and telephone bills)
- Supervise office maintenance, security, and transport.
- Ensure local contracts for vehicle and equipment maintenance are in place.
- Overseeing the management of fuel usage and trip logbooks for UCAM-approved travel.
- Oversee fixed asset management following the UCAM policies and regulations

#### **Additional Responsibilities**

- Cover for colleagues who are on leave or absent
- Duty to report any suspicion of fraud or unethical activity
- Any other tasks as requested by management

### **REQUIRED/DESIRABLE EXPERIENCE**

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#### **Qualifications and Experience:**

- A university degree in accounting (preferred) or Finance, preferably a Certified Chartered Accountant (ACCA) or equivalent. Masters/MBA is a plus.
- Approximately two (2) or more years of professional experience,
- Evidence of supervision of staff experience.

#### **Job Skills and Competences**

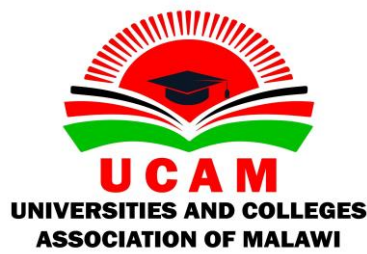
The person should possess the following **core skills**:

- Must have sound knowledge of computerised accounting.
  - Should have broad organisational awareness
  - Ability to make professional presentations
  - Must have excellent business understanding
  - Must be cost-conscious
  - Must have a high level of unquestionable integrity
  - Must be familiar with government financial regulations
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- Must be computer literate in MS Word, MS Excel, and MS PowerPoint

The person should possess the following **core competencies**:

- Strategic thinking and orientation
- Achievement orientation with self confidence
- Analytical and conceptual critical thinking
- Organizational commitment
- Developing and capacity building of others
- Organizational growth awareness
- Initiative and self-starter
- Strong interpersonal skills
- Concern for order and commitment to excellence
- Ability to maintain strict confidentiality
- Team leadership
- Able to work under pressure with minimum supervision
- High ethical and moral values

## **5. APPLICATION GUIDELINES**

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We invite all interested candidates to submit the following documents:

1. Online Job Application <https://www.ucamalawi.org/available-jobs.html>
2. Curriculum Vitae (CV)
3. Letter of Motivation outlining how your experience, skills, and professional networks fit with the required job description.

Please complete your online application at the above web link by July 14, 2024.

Please note that only shortlisted candidates will be contacted.

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