



Vacancy Announcement

Youth Net and Counselling (YONECO) is a Non-Governmental Organization (NGO) that is committed to empowering youth, women and children, promoting good health, human rights and democratic culture, adapting and mitigating the impact of climate change and conducting research for evidence based programming and advocacy. YONECO is inviting applications from suitably qualified and experienced candidates to fill in vacancies that exist at its head office in Zomba.

Job Title: Senior Finance Assistant

Reports to: Finance Officer

Location: Zomba

Job summary

The Senior Finance Assistant will be responsible for maintaining the accounting system on daily basis.

Main Responsibilities:

- Daily processing of transactions
- Processing QuickBooks journals
- Monthly bank reconciliations
- Responsible for maintaining a good documentation system, ensuring adequate supporting documents support all transactions.
- Weekly staff advances reconciliation.
- Weekly fuel reconciliations
- Preparing monthly regulatory compliance returns
- Preparing for and ability to support spot checks and annual audits.
- Supporting project and institution budget preparations
- Support in preparing Monthly, quarterly, and annual financial reports.
- Supervision of finance assistants

Required qualifications, experience, and skills.

- ICAM/ACCA Accounting Diploma or its equivalent
- Knowledge of accounting software, knowledge of QuickBooks is added advantage

- At least two years of work experience, with focus financial management.
- Demonstrated understanding of donor funded projects.
- Strong written and verbal communication skill.
- Strong Excel skills.
- Ability to work under pressure.
- Flexibility to adapt to changing requirements, to work with teams in different time zones, and to work remotely in the long term.

If you are interested in any of these positions, email your application letter, detailed curriculum (CV) with three traceable referees and copies of your certificates to: recruitments@yoneco.org.mw. Please indicate the position you are applying for as the subject of your email.

You can also send by post to: –

The Executive Director,
Youth Net and Counselling,
P.O Box 471,
Zomba

The deadline for receiving applications is June 5, 2024. Only shortlisted applicants will be acknowledged and invited for interviews.

#YONECO is an equal opportunities employer, has safeguarding measures in place and special groups are encouraged to apply.