



# **MALAWI COLLEGE OF ACCOUNTANCY**

## **VACANCIES**

- i) FINANCE DIRECTOR**
- ii) CAMPUS DIRECTOR**

### **THE ORGANISATION**

Malawi College of Accountancy is an autonomous Statutory Body established by the Public Accountants Act (Cap.53:06) through Government Gazette number 164, 1980 under "The Education Act (Cap.30:01)". The College's mandate is to offer training in accounting, finance and business-related fields. Its Vision is *"To be an institution of choice for business training, consultancy and research"*.

- i) FINANCE DIRECTOR**

### **GENERAL DESCRIPTION OF THE JOB**

The Finance Director is the Head of the finance department, and is responsible for the financial management and reporting of the College. This position is based at Head Office, in Blantyre.

At Grade MCA 2, the Finance Director is a member of Executive Management, which comprises the Registrar and Campus Directors, and is headed by the Principal.

## **MAIN DUTIES AND RESPONSIBILITIES**

These shall include:

- a) Providing strategic financial leadership to the College to ensure that it achieves its objectives;
- b) Supervising all aspects of the College's accounting, financial management and reporting functions;
- c) Preparing and submitting monthly and quarterly operational and financial reports timely;
- d) Preparing financial accounts and reports timely for presentation to the Board in liaison with the Principal;
- e) Ensuring adequate and effective financial controls are in place and adhered to;
- f) Contributing to the formulation of the College's strategies and business plans;
- g) Working closely with internal and external auditors when conducting audits as and when they are due;
- h) Initiating investment decisions in line with the corporate strategy for consideration of the management team and the Board;
- i) Monitoring the performance of the College's investment programmes /projects to ensure optimum returns;
- j) Supervising and overall responsibility for all staff in the finance department;
- k) Assisting the Principal in the general administration of the College to ensure its smooth running and efficient operation.
- l) Any other duties relevant to the post as assigned from time to time.

## **QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES**

- a) Must have a Master's Degree in accounting, business management or business leadership, or finance, from a reputable institution
- b) Must be a professionally qualified accountant with a recognized professional accountancy body and should be a member in good standing with the Institute of Chartered Accountants in Malawi (ICAM).
- c) Must have at least 10 years' practical experience in accounting and finance, with a minimum of 4 years at finance or audit manager level. Must also have a high level of business acumen and demonstrable experience in managing and controlling budgets and finances of a commercial institution.
- d) Must be a strategic thinker, able to formulate and submit analytical, relevant and informative reports, timely and consistently, which will ultimately add value to the College's operations;
- e) Must be a person of high integrity with excellent communication, interpersonal, planning, organisational, team building and strategic management skills.
- f) Those with at least 3 years' experience in an auditing firm will have an added advantage.

## **ii) CAMPUS DIRECTOR – MZUZU CAMPUS**

### **GENERAL DESCRIPTION OF THE JOB**

The College operates three campuses - Blantyre, Lilongwe and Mzuzu with each campus headed by a Campus Director.

As head of the Campus, the Campus Director will be providing leadership in academic programmes, financial management and general administration of the campus.

At Grade MCA 2, the Campus Director is a member of Executive Management, which comprises the Registrar, Finance Director and Campus Directors, and is headed by the Principal.

### **MAIN DUTIES AND RESPONSIBILITIES**

These shall include:

- a)** Responsibility for all academic operations at campus level, which include the management of professional and degree programmes in the areas of accounting, business management, finance, information and communication technology and marketing.
- b)** Formulation and implementation of the campus budget, as well as participating in the formulation of the College budget.
- c)** Supervising and overall responsibility of all staff members at campus level – academic, finance and administration staff.
- d)** Participating in the preparation and implementation of the College's strategic plan, financial controls and other operational procedures to achieve the institution's objectives, and
- e)** Assisting the Principal in the general administration and management of the College.

### **ACADEMIC AND PROFESSIONAL QUALIFICATIONS**

- a)** Master's degree in any of the following fields; Accounting/Business Management or Administration/ Finance/Marketing - from a reputable institution;
- b)** Qualification and membership of a reputable professional body in Accounting, Banking or Marketing;
- c)** At least 5 years senior level experience in higher education or auditing, accounting and finance or general management in reputable organisations; and
- d)** Proven experience in consultancy and/or research and be able to lead and train others in these areas.

## **GENERAL TERMS OF EMPLOYMENT**

Both positions are offered on a Three-Year Employment Contract, renewable based on satisfactory performance.

## **REMUNERATION PACKAGE**

The College shall offer attractive employee benefits package commensurate with qualifications and experience.

## **METHOD OF APPLICATION**

Eligible candidates with the specified qualifications and experience should submit their applications, including a detailed Curriculum Vitae, copies of their certificates, and names and addresses of three traceable referees not later than **28<sup>th</sup> February, 2022** to:

**The Comptroller of Statutory Corporations,  
Department of Statutory Corporations,  
P O Box 30061,  
Capital City,  
LILONGWE 3.**

The envelope should be marked:

**“Application - MCA FINANCE DIRECTOR”,  
or,  
“Application – MCA CAMPUS DIRECTOR MZ”**

Malawi College of Accountancy is an equal opportunity employer. And in line with its Gender Equality Policy, the College is encouraging qualified female candidates to apply. Only short-listed candidates will be acknowledged.

**MCA – ‘A CLASS APART’**