Job Description
Assistant Finance Officer
Malawi
We are WaterAid

Our vision is a world where everyone everywhere has access to safe water, sanitation and hygiene.

Our mission
Transform lives through sustainable and safe water, sanitation and hygiene.

Our values define our culture and unite us across the many countries in which we work. They are at the very heart of WaterAid—who we are, what we do and how we do it.

Respect. We treat everyone with dignity and respect and champion the rights and contribution of all to achieve a fairer world.

Accountability. We are accountable to those whose lives we hope to see transformed, to those we work with and to those who support us.

Courage. We are bold and inspiring in our actions and words, and uncompromising in our determination to pursue our mission.

Collaboration. We work with others to maximise our impact, respecting diversity and difference in the pursuit of common goals.

Innovation. We are creative and agile, always learning, and prepared to take risks to accelerate change.

Integrity. We act with honesty and conviction and our actions are consistent with openness, equality and human rights.
WaterAid is an international not-for-profit, determined to make clean water, decent toilets and good hygiene normal for everyone, everywhere within a generation.

Since we started in 1981, we’ve remained resolutely focused on tackling these three essentials that transform people’s lives

Without all three, people can’t live dignified, healthy lives. With all three, they can unlock their potential, break free from poverty, and change their lives for good. Children grow up healthy and strong, women and men get to earn a living, whole communities start to thrive.

WaterAid is fully committed to protecting those with whom it comes into contact. WaterAid is committed to ensuring that wherever we work in the world there is no tolerance for the abuse of power, privilege or trust. WaterAid reinforces a culture of zero tolerance towards any form of inappropriate behaviour, discrimination, abuse, bullying, harassment, or exploitation of any kind. The safeguarding of the communities in which we work, our staff, volunteers and anyone working on our behalf, is our top priority, and we take our responsibilities extremely seriously. We are passionately committed to WaterAid being an organisation where everyone is welcome, respected, included and empowered to be their best. We represent and celebrate the diversity of our staff, partners and everyone with whom we work to create a culture where everyone can reach their full potential. All staff and volunteers are required to share in this commitment through our Global Code of Conduct.

We will conduct the most appropriate pre-employment references and checks to ensure high standards are maintained.

WaterAid will carry out disclosure checks for roles that involve direct contact with children and vulnerable adults. Applicants are required to provide details of convictions that, in other circumstances, would be considered spent. For more information about safeguarding at WaterAid, please visit our safeguarding webpage at: https://www.wateraid.org/uk/safeguarding-at-wateraid
<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Assistant Finance Officer</th>
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<tbody>
<tr>
<td><strong>Place of work:</strong></td>
<td>Lilongwe, Malawi</td>
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<tr>
<td><strong>Pay band:</strong></td>
<td>Grade C</td>
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<tr>
<td><strong>Salary:</strong></td>
<td>MWK 12,392,636 - 16,901,074</td>
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<tr>
<td><strong>Contract type:</strong></td>
<td>3 years Fixed-term contract</td>
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<td><strong>Reports to:</strong></td>
<td>Finance Officer</td>
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<tr>
<td><strong>Manages:</strong></td>
<td>None</td>
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<tr>
<td><strong>Budget responsibility:</strong></td>
<td>None</td>
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<tr>
<td><strong>Travel:</strong></td>
<td>Regular in-country travels and may at times involve international travels</td>
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Job Purpose
The role of the Assistant Finance Officer-CP Operations is to support the Finance Officer-CP Operations in all accounting activities relating to WaterAid Malawi CP operations especially on transactions processing in line with WaterAid financial policies and procedures. The position is also responsible for records management in support of all financial transactions.

Team description
The role reports to Head of Finance & IT and line manages Finance Officer. The incumbent is part of the finance team and works closely with program teams, funding teams, administration/procurement teams and key staff for prime and sub-grant partner organisations.

Accountabilities

Transactional Processing
- Making payments and receiving funds according to WaterAid’s accounting policies and procedures.
- Checking payment vouchers to ensure that right budget codes have been used before they are booked in GAS for payment processing.
- Verifying to ensure that there is sufficient supporting documentation to all financial transactions enough to provide clear audit trail.
- Banking all receipts intact and promptly in line with policies.
- Booking payments and receipts in GAS on a timely basis.
- Making payments only through payment run processes and only on designated days in line with policies.
- Arranging for and facilitating signing of cheques/payment instructions by appropriate signatories in line with policies.
- Making payments on behalf of other WaterAid offices (NPEs) on a timely basis before the set deadlines for NPEs. This includes checking that there is adequate supporting documentation to support NPE payments.
- Making sure that the cash book is accurate and up to date at all times.
- Undertaking organised filing and safe custody of finance documents.
- Safeguarding of cash and other valuable assets for the CP.
- Supporting Finance Officer-CP Operations in carrying out physical spot checks on fixed assets.
• Supporting Finance Officer-CP Operations on processing of staff advances and retirements. This includes checking accuracy and completeness of supporting documentation.
• Supporting Finance Officer-CP Operations on reconciliation processes for creditors and other payables. This includes ensuring that bills and accounts payables are paid on time.
• Ensuring that relevant taxes have been duly deducted from all payments in line with tax regulations.
• Supporting Finance Officer-CP Operations on preparation and posting of appropriate general journals using suitable templates in line with policies.
• Bringing to the attention of the Finance Officer-CP Operations any issues relating to transaction processes on a timely basis for timely action.

Financial reporting

• Supporting budget holders with relevant documentation necessary for them to understand and explain better any sections of reports relating to their respective budgets.
• Supporting the Finance Officer-CP Operations with relevant documentation to enable effective reviews of Trial Balance including balance sheet accounts such as debtors and creditors accounts necessary for reporting.
• Preparing and posting month-end journals relating expensing of prepaid expenses including bank charges and interest to ensure smooth closure of accounts on monthly basis.
• Supporting the Finance Officer-CP Operations on preparation of year-end pack as well as schedules for statutory audit and monthly management accounts.
• Supporting the Finance Officer-CP Operation in arranging documents required by auditors during audit.

Internal control Policies and Procedures

• Providing support on enforcement of policies, procedures and internal controls by performing preliminary checks on whether transactions being processed are in compliance with policies.
• Checking that payment vouchers or requests are duly authorized by appropriate budget holders and to the right levels of delegation of authority.
• Checking that cheques/payment instructions have been signed by appropriate signatories and in line with set mandate.
• Checking that cheques/payment instructions are complete in all aspects before dispatch to payees.
• Ensuring controls are properly followed on custody of cash and other valuables including access to safe in line with policies.
• Ensuring that financial records are properly safeguarded in proper files and that any pull-outs/movements of documents are properly recorded for easy follow ups.
• Making payments of remittances in compliance with statutory requirements (taxation and pensions regulations)

Finance System control

• Recommending to the Finance Officer on need for additional codes that needs to be set-up in GAS (chart of accounts and analysis codes). This includes recommending for closure of some codes.
• Supporting the Finance Officer on appropriate accounting reconciliations in GAS (bank, debtors, control accounts, creditors, intercompany accounts, etc). This includes making appropriate adjustments to GAS based on results from the reconciliations.
• Participating actively at all finance clinics organized by UK Finance team on systems and procedures from time to time in order to deepen skills on key aspects of the system and accounting processes.

Person specification

Essential skills

• Diploma in Accounting (PAEC/ICAM/CAT).
• Bachelor of Accountancy Degree or equivalent accounting qualifications desirable.
• Minimum of 3 years post qualification experience in a busy accounting office.
• In-depth experience of financial transactions processing.
- Highly numerate with strong attention to details.
- Knowledge of accounting for non-profit organizations and financial management best practices.
- Excellent skills in examining supporting documentation to financial transactions. This includes good knowledge of key procurement stages and related documentation.
- Experience of using an accounting packages. Experience of using Sun System desirable.
- Excellent computer skills, particularly Excel & Word (MS Office in general).

**Desirable skills**

- Excellent task planning and prioritization skills.
- Ability to work under pressure.
- Strong knowledge of relevant tax laws and regulations.
- Experience in handling cash.
- Excellent skills in records management.
- Sober minded with good interpersonal skills.
- Team player.
- Ability to deliver tasks according to deadlines.
- Honest, mature, diligent, good attitude and commitment towards work.
- Good communication skills (oral and written).

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**Our commitments**

**Our People Promise**
Everything we do is guided by our values. We want everyone to be treated with dignity and respect, and we champion people’s rights and contributions to achieve a fairer world. We are
passionately committed to being an organisation where everyone is welcome, respected, included and empowered to be their best. We represent and celebrate the diversity of our staff, partners and everyone that we work with to create a culture where everyone can reach their full potential.

**Equal opportunities**
We are an equal opportunity, disability-confident employer and are dedicated to achieving the highest standards of diversity, equity and inclusion. We welcome applications from people of all backgrounds, beliefs, customs, traditions and ways of life. This includes, but is not limited to, race, gender, disability, age, sexual orientation, religion, national or social origin, health status, and economic or social situation.

**Safeguarding**
We are also committed to protecting everyone we come into contact with. We have a zero tolerance approach to abuse of power, privilege or trust across our global work, and any form of inappropriate behaviour, discrimination, abuse, bullying, harassment, or exploitation. Safeguarding the people and communities we work with, our staff, volunteers and anyone working on our behalf is our top priority, and we take our responsibilities extremely seriously.

Wherever you work in WaterAid and whatever job you do, you’ll be joining a global network helping people change their own lives with clean water, decent toilets and good hygiene.

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Signature of Post Holder                  Signature of Head of Finance & ICT