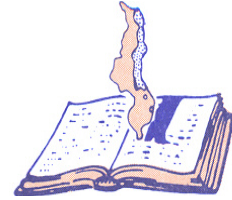


THE BIBLE SOCIETY OF MALAWI



God's Word Life for All

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JOB DESCRIPTION - ACCOUNTANT

1. Job Details

Role/Title:	Accountant
Grade:	S4 (middle management)
Reports to:	Director of Finance and Administration
Liaises with:	Senior management team, Finance team, budget holders and staff across all departments. Key external contacts include (but not limited to) auditors, suppliers and key clients.
Location	Blantyre

2. Main purpose of the job

To provide an effective and efficient financial accounting and management accounting service for the Bible Society and support the finance team objectives attainment and ensuring full control of the work delivery.

3. Key Result Areas

a. Management Accounts

- Complete all month end routines to the agreed timescales prior to preparing the management accounts pack; including reconciliation of control accounts, bank accounts, journals and supporting documentation as required.
- Prepare monthly management accounts and supporting commentary for review by the Director of Finance prior to distribution to senior management team, executive committee, and board of directors.
- Liaise with Director of Finance to ensure that commentary includes all information gathered from the regular forecast process and that variances are fully justified.

b. Financial Accounts / Audit

- Work with the finance team to prepare the year end timetable for approval by the Director of Finance before issuing the same to auditors and relevant committee.
- Prepare financial statements and disclosures for the organization and consolidated accounts, providing all supporting schedules.
- Complete all tasks in line with the year-end timetable working with team members to prepare the year end accounts and supporting schedules, within current accounting standards, prior to on-site audit.
- Provide all information to auditors prior to onsite work, liaise with colleagues and auditors regarding any additional data required and respond to queries in order to successfully complete this process.

c. *Taxes*

- To prepare the monthly PAYE return for approval, prior to submitting to MRA according to their deadlines.
- To calculate the recovery percentage for annual VAT return prior to preparation of quarterly submissions.

d. *Payroll*

- Ensure that payroll costs are correctly recorded.
- Responsible for recording all payroll and associated transactions in the accounts system
- Reconcile this area on a monthly and cumulative basis including full year end reconciliation.
- Pay over pensions, tax & medical insurance contributions within deadlines.
- Work with the Director of Finance and finance team to automate the payroll and pension journals and create reports for upload onto accounts system as required.

e. *Balance Sheet*

- Responsible for monthly balance sheet and control account reconciliations, preparing supporting schedules, carrying out investigations and clearing items once approved by the Director of Finance.
- To maintain the fixed asset register, calculate the monthly depreciation journals.
- To maintain inventory records to reflect the current costs and levels as per the latest purchase invoices
- Reconcile UBS current accounts as required and make necessary transfers as required

f. *Projects / ISP*

- To continually improve the service levels of the accounts department by carrying out project work as required by the Director of Finance and in line with BSM and sister Bible Societies strategic goals.
- To create financial reports within the Accounts modules and produce management information, including developing reports for use by budget holders and the management team.

g. *Property maintenance and management*

- Prepare monthly and quarterly close for Property, Plant, and equipment.
- Review accounts payable vouchers for maintenance and repair costs.
- Handle full-cycle accounting for a real estate portfolio including income producing and development properties with limited supervision.
- To provide accurate and timely financial information as required internally by management and externally by investors and other parties.
- Complete all job functions relating to assigned properties accurately and efficiently.

h. *Integration / Internal Control Review and Monitoring*

- Work with other members of the Finance Team and Sales and support them in all activities relating to integration of data between POS system and Finance system (SAGE, UBS ISP account, Payroll), liaising with colleagues and the Sales team as appropriate to ensure daily routines are successfully completed.
- To review, investigate and resolve issues, reporting these to the Director of Finance and originators as needed, following established procedures.
- Work with other Finance team and senior management in all aspects of the above routines including revising and agreeing procedures as necessary.

i. General

- Ensuring compliance with relevant authorities and laws of Malawi.
- To develop an ongoing understanding of the systems and procedures of the Finance Department, administering them in the absence of colleagues and when support is required.
- Able to contribute to a positive team environment by supporting others as required working both independently and as part of a team leading on certain areas.
- Able to develop and update procedures and train and support others once agreed.
- Self-motivated and able to work efficiently and effectively and meet strict deadlines.
- Undertake such tasks within BSM that are consistent with the objectives of the post and of the organisation as directed by the Director of Finance or other senior members of staff.
- Produce reports and update various spreadsheet records.
- To ensure workload is completed to agreed timescales, liaising with the Finance team and the Director of Finance, and highlighting any issues, which may cause delays.
- To download data, from third party software, generate reports and carry out reconciliations as required (Sage, NBM Banknet).
- To undertake other reasonable duties within the department as required by the Director of Finance.

4. Qualifications

Bachelor's Degree in Accounting.

5. Experience

- At least 5 years relevant experience.
- Experience of preparing financial accounts for a not-for-profit organisation - *desirable*
- Experience of preparing financial accounts for a Limited Company in line with current legislation, and producing consolidated accounts – *essential*
- Experience of working in a customer focused area of accounts and delivering excellent customer service – *essential*
- Experience in accounts reconciliations, investigations, negotiating with customers and suppliers both internal and external to achieve a satisfactory conclusion to issues - *essential*
- Experience of developing, testing and updating departmental procedures - *essential*
- Payroll experience – reconciliation, reporting and filing monthly returns – *essential*
- Some experience of VAT in a partial exemption environment - *desirable*

6. Knowledge (*all essential*)

- To have sound knowledge in accounting procedures and processes
- To keep up to date with legislative changes which affect all relevant areas of work

7. Skills (*all essential*)

- IT literate with strong Microsoft Office application skills, including Word, excellent Excel, Outlook and databases.
- To work proactively within the team to develop the reports required to deliver information to end users and develop improvements to existing reports.
- To have good interpersonal skills with the ability to communicate clearly, face to face, by telephone, and in writing and build rapport with colleagues and customers.
- To be numerate and analytical with the ability to produce reports and interpret, explain, and analyse data.
- To have the ability to multi-task and have a flexible and methodical approach to work.
- To have excellent organisational skills with the ability to prioritise and meet deadlines.
- To have the ability to work effectively with all teams across BSM.
- To have excellent accuracy, attention to detail, able to work within guidelines.
- Able to produce management accounts, and financial accounts and consolidated accounts.
- Ability to challenge, investigate and interpret data and take action on results in order to give management information, which is accurate, valuable and useful.
- Ability to contribute to the team to ensure we get the best out of our resources.

8. Key Competencies (*all essential*)

- Proven ability to continuously pay attention to complex detail, working in an organized and methodical manner to assess implications and impact
- To demonstrate a versatile approach to problem solving
- To be flexible and approachable and able to work in a responsive customer focused manner
- To be able to work effectively both independently and as part of a team
- Proven ability to proactively recognise areas for improvement, within the department and work to make improvements

9. Complexity and Creativity

- The job-holder will be expected to bring well researched ideas and suggestions for improvement in processes to the Director of Finance and to develop and implement those agreed.
- The job-holder will be expected to develop, implement and document all procedures relevant to the role ensuring that all relevant staff within the department are aware of and follow the agreed processes.
- The job-holder will develop procedures within their remit, whilst liaising with the departments and individuals directly concerned to get buy in and achieve a successful conclusion.
- The job-holder will be willing to work during odd hours whenever necessary.

NB: *This job description is intended to give the post-holder an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken. It does not attempt to cover every activity. Specific tasks and objectives will be agreed with the post-holder at regular intervals. The post-holder will be required, always, to perform any other reasonable task as requested by the Director of Finance and senior management.*