JOB DESCRIPTION

Location: Blantyre, Malawi

Key Responsibilities

The successful candidate will be responsible for, but not limited to, the following duties:

- Lead effective financial management of the Bible Society of Malawi's operations and coordinate all financial processes.
- Oversee day-to-day financial management, including project finances, monthly reconciliations, and preparation of financial reports.
- Ensure full compliance with statutory and tax requirements, including timely remittance of all applicable taxes to the Malawi Revenue Authority (MRA).
- Manage financial aspects of projects to ensure accurate and timely delivery of key financial outputs.
- Direct and manage budgeting and forecasting processes for revenue, cost of sales, operating expenses, salaries, and capital expenditure.
- Ensure strong internal controls, financial discipline, and compliance with policies and procedures.
- Prepare financial performance reports and analyses, highlighting trends and key insights to the Leadership Team.
- Provide strategic financial recommendations to support operational alignment with organizational goals.
- Assist in developing and monitoring financial performance metrics to drive organizational success.
- Manage payroll, organizational financial planning, risk management, and annual financial audits.
- Ensure efficient and effective management of working capital.
- Prepare accurate and timely cash flow forecasts to support leadership decision-making.
- Manage relationships with external stakeholders, including banks, auditors, and other financial partners.
- Assist with the development, maintenance, and effective use of accounting systems, particularly **QuickBooks**.
- Undertake special projects and ad hoc financial analyses as required.
- Work closely with the Strategic Leadership Team to support organizational objectives.