

Vacancy Announcement: Finance Officers (2 Positions)

Location: OSSEDI (Organization for Social, Sustainable, and Economic Development Initiatives)

Position: Finance Officer

Number of Positions: 2

Application Deadline: [20/11/2024]

About OSSEDI

OSSEDI is a local non-governmental organization focused on driving positive change through social, sustainable, and economic development initiatives. We are committed to transparency, accountability, and efficiency in our operations as we strive to make a lasting impact in our communities.

OSSEDI is seeking **two experienced and detail-oriented Finance Officers** to join our team. The successful candidates will play a key role in managing OSSEDI's financial operations, ensuring compliance with donor regulations, and supporting the organization's mission through sound financial management.

Key Responsibilities:

- **Financial management:** Ensure accurate and timely financial transactions, record-keeping, and reporting in compliance with OSSEDI's financial policies and donor requirements.
- **Budgeting and forecasting:** Assist in preparing budgets for projects and organizational expenses, ensuring alignment with program goals and financial resources.
- **Donor reporting:** Prepare financial reports for donors and stakeholders, ensuring transparency and adherence to grant requirements.
- **Internal controls:** Maintain and strengthen internal controls to prevent financial mismanagement and ensure adherence to OSSEDI's financial policies.
- **Audit support:** Collaborate in preparing for internal and external audits, ensuring all financial documentation and records are well-organized and accessible.
- **Capacity building:** Provide guidance and support to program staff on budget management, financial reporting, and compliance matters.

Qualifications:

- Bachelor's degree in accounting, finance, or a related field; a professional certification (e.g. ACCA) is an added advantage.
- Minimum of 2 years' experience in finance, accounting, or financial management, ideally within the NGO sector.
- Proficiency in financial software (e.g., QuickBooks, SAP) and MS Excel.
- Strong analytical skills, attention to detail, and a commitment to accuracy.
- Familiarity with donor regulations, grant compliance, and reporting requirements.
- Excellent interpersonal and communication skills, with the ability to work collaboratively in a team environment.

Why Join OSSEDI?

Working with OSSEDI offers a unique opportunity to be part of a local NGO that values integrity, accountability, and community-driven development. As a Finance Officer, you will contribute to impactful programs while growing professionally in a supportive, purpose-driven environment.

How to Apply

Interested candidates should submit their CV, cover letter detailing their suitability for the role, and contact information for two references to recruitment@ossedi-malawi.org by [20/11/2024]. Please indicate "Finance Officer Application" in the subject line. Only shortlisted candidates will be contacted.

Join OSSEDI in making a meaningful difference. Apply today!