

VACANCY ANNOUNCEMENT: FINANCE AND ADMINISTRATION MANAGER

FAWEMA is a registered non-governmental organization which brings together educationalists in order to support and promote girls' and women's education in Malawi. FAWEMA was established in 1993 and implements interventions in all the 28 districts in the country through its membership base and projects. FAWEMA works in close partnership with the Ministry of Education, other relevant ministries and stakeholders in Malawi to support girls and women to acquire education and training for development.

FAWEMA Vision: A self-reliant and inclusive society where girls and women are creative, innovative and skilled for their well-being.

FAWEMA Mission: To promote gender responsive policies, attitudes and practices that provide opportunities to girls and women through evidence-based interventions that to allow them to prosper.

FAWEMA seeks to recruit a highly motivated and well experienced person to take up the position of **Finance and Administration Manager**. He/she will provide leadership to the organization's finance and administration departments.

Job Location: FAWEMA head office in Lilongwe

Reporting to: Executive Director

Responsible for: Finance and Administration Team

Key Responsibilities:

Finance

- Design, develop and update financial, procurement and administrative policies and procedures
- Ensure that the finance and administration units comply with laid down policies, procedures and regulations
- Ensure that all operational services are audited for their efficiency and effectiveness on a regular basis, and that suitable risk management arrangements are established
- Co-ordinate annual audit and follow-up on recommendations and action points raised by auditors
- Organize the preparation, approval, and execution of budget and ensure adequate budget control practices
- Develop and maintain sound financial reporting systems to facilitate effective financial management and strong internal control mechanisms
- Ensure an effective internal control system is maintained and adherence to statutory and fiscal requirements
- Ensure effective financial management and coordination with all FAWEMA partners and funders for efficient implementation of FAWEMA's projects
- Record, analyze and report project accounts accurately in accordance with generally accepted financial standards and procedures
- Carry out supervision work to ensure that projects financial management systems are functioning appropriately, including the periodic review of project financial management reports for financial performance with special attention to value for money
- Analyze financial and operating data and prepare management reports, periodic and annual financial statements of project accounts.

Administration

- Oversee planning and coordination of administrative procedures and systems
- Support recruitment and training of personnel
- Oversee procurement functions of the organization, including managing list of approved suppliers and service providers
- Oversee transport management system of the organization
- Ensure all operations of the organization comply with policies and procedures

- Ensure that there is adequate and conducive office environment for all staff (furniture, security and safety, equipment and supplies)
- Ensure the safe custody and security of all organization's assets including vital records
- Oversee management of fixed asset register, filing and archiving system is maintained
- Manage support staff

Qualifications, Knowledge, Competencies and Skills

- ✓ A Bachelor's Degree in Accounting/Finance
- ✓ Professional accountancy qualifications such as ACCA is a must
- ✓ At least seven years' experience in financial and administrative management, three of which must be in a management position at an NGO or overseeing donor programs/grants management
- ✓ Those with professional training in Administration and Human Resource Management will have an added advantage
- ✓ Computer skills and familiarity with packages such as Quickbooks, SAGE, Enterprise Resource Planning (ERP) are essential
- ✓ Experience in the design and implementation of financial management systems, including financial and management reports
- ✓ Ability to multitask and work under pressure
- ✓ Experience in coordinating budgeting processes, managing budgets and monitoring and supervising administrative processes
- ✓ Good oral and written communication skills
- ✓ Ability to think strategically, with strong analytical and problem-solving skills
- ✓ A team player

Remuneration

Remuneration will be commensurate with FAWEMA salary structure.

Interested applicants should submit application letter together with Curriculum Vitae including names and contact details of three referees, not later than Friday 4th September 2026 to recruitment@fawema.org. The application letter should be addressed to:

The Executive Director
FAWEMA
P.O. Box 30886
Lilongwe 3