Job Description: Finance Officer

Organization: Motivation Africa Malawi
Position Title: Finance Officer
Location: Blantyre, Malawi
Reports To: The Project Manager
Employment Type: Full-Time

About Motivation Africa

Motivation Africa is an international non-governmental organization (INGO) dedicated to improving the lives of people with disabilities and vulnerable communities through Wheelchair Services provision, Parent Care Trainings, sustainable development, rehabilitation, inclusion, and livelihood programs. The organization works closely with governments, development partners, and local communities to promote dignity, independence, and equal opportunities.

Position Summary

The Finance Officer will be responsible for supporting the financial management of Motivation Africa's programs in Malawi. The role involves maintaining accurate financial records, ensuring compliance with donor and organizational policies, supporting budget management, preparing financial reports, and strengthening internal controls to safeguard organizational assets.
The Finance Officer will work closely with program team and management to ensure efficient and transparent financial operations that support the achievement of organizational objectives.

Key Responsibilities

Financial Management and Accounting

- Maintain accurate and up-to-date accounting records and financial transactions.
- Process payments, receipts, petty cash transactions, and bank reconciliations.
- Prepare monthly, quarterly, and annual financial reports.
- Ensure all financial transactions are properly coded and recorded in the accounting system.
- Review supporting documentation for completeness and compliance before processing payments.
- Monitor cash flow and liquidity requirements for project activities.
- Assist in month-end and year-end financial closing processes.

Budgeting and Financial Planning

- Support the preparation of organizational and project budgets.
- Monitor expenditure against approved budgets and provide variance analysis.
- Assist Project Manager in budget tracking and forecasting.
- Prepare budget revision requests as required by donors and management.

Grant and Donor Compliance

- Ensure financial compliance with donor regulations and grant agreements.
- Prepare donor financial reports according to reporting schedules.
- Monitor grant expenditures to ensure funds are utilized for approved purposes.
- Maintain grant-related financial documentation for audits and donor reviews.

Internal Controls and Risk Management

- Implement and monitor financial policies and procedures.
- Ensure adherence to procurement and authorization processes.
- Conduct periodic financial reviews and identify areas of financial risk.
- Safeguard organizational assets through effective financial controls.

Audit and Compliance

- Prepare documentation required for internal and external audits.
- Respond to audit queries and implement recommendations.
- Ensure compliance with Malawi tax laws, labour regulations, and statutory requirements.
- Support timely submission of statutory returns and payments.

Administrative Support

- Maintain organized financial filing systems.
- Assist with payroll preparation and staff reimbursements.
- Support procurement and logistics processes where required.
- Perform any other duties assigned by manageme

Qualifications and Experience

Education

Bachelor’s degree in accounting, Finance, Commerce, Business Administration, or a related field.
Professional qualification such as ACCA, CIMA, CPA, or equivalent will be an added advantage.

Experience

- Minimum of 3 years' relevant experience in finance and accounting.
- Experience working with international NGOs or donor-funded projects is highly desirable.
- Experience managing grants from institutional donors is an advantage.
- Familiarity with accounting software.
- Knowledge and experience in QuickBooks is an added advantage.

Core Values

The Finance Officer is expected to demonstrate:

- Integrity and accountability.
- Respect for diversity and inclusion.
- Commitment to disability inclusion and safeguarding.
- Transparency and professionalism.
- Commitment to humanitarian and development principles.

Skills and Competencies

- Strong knowledge of accounting principles and financial management practices.
- Sound understanding of donor compliance requirements.
- Excellent analytical and numerical skills.
- Strong attention to detail and accuracy.
- Proficiency in Microsoft Excel and other Microsoft Office applications.
- Excellent written and verbal communication skills.
- Ability to work independently and meet deadlines.
- High level of integrity, accountability, and confidentiality.
- Strong interpersonal and teamwork skills.

Key Performance Indicators (KPIs)

- Timely submission of financial reports.
- Accuracy of accounting records and reconciliations.
- Compliance with donor and organizational requirements.
- Effective budget monitoring and cost control.
- Successful audit outcomes with minimal findings.
- Timely processing of financial transactions.

How to Apply

Interested candidates should submit:

- Cover Letter
- Updated Curriculum Vitae (CV)
- Copies of Academic and Professional Certificates
- Contact Details of at least Three Professional Referees

Applications should be submitted to:
HR Motivation Africa
Email: info@motivationafrica.org
Application Deadline: Not later than 15th November 2026, 17:00 hrs

Equal Opportunity Employer
Motivation Africa is proud to be an Equal Opportunity Employer.
Women, persons with disabilities, and candidates from diverse backgrounds are strongly encouraged to apply.
Be part of a team transforming lives and promoting inclusion across Malawi.
Apply today and help build a future where everyone can live with dignity, independence, and opportunity.