



Mustard Seed Communities Malawi

Vacancy Notice(readvertised): Finance and Administration Officer

Mustard Seed Communities is seeking a suitably qualified, motivated, and experienced professional to join its vibrant team as a **Finance and Administration Officer**.

Requirements

1. Bachelor's degree in Finance, Accounting, Business Administration, or related field. A professional accounting qualification or relevant progress towards one will be an added advantage.
2. Minimum 5 years' relevant experience in a similar role in an NGO/NPO
3. Proficiency in accounting software particularly QuickBooks, Pastel/Sage and other relevant ICT applications, with strong Microsoft Excel skills
4. Strong attention to detail, with excellent analytical and organisational skills
5. Demonstrated honesty, reliability, discipline and a high level of responsibility.
6. Excellent communication skills.
7. A clean criminal record is required.
8. Clean class B driver's license

Key responsibilities

1. Maintain accurate accounting records, process transactions, perform reconciliations, and ensure proper documentation and authorization of all financial transactions.
2. Prepare and monitor budgets, analyze expenditure and variances, and produce accurate and timely monthly, project, and management financial reports.
3. Maintain strong internal controls, ensure compliance with organizational policies, statutory requirements, donor conditions, and support audits.
4. Support the full employee administration cycle, including recruitment, employment contracts, personnel records, leave management, payroll, staff benefits, statutory deductions, disciplinary documentation, and staff exits, while maintaining strict confidentiality
5. Oversee procurement and supplier payments, maintain the asset register, safeguard organizational resources, and coordinate administrative functions.
6. Provide financial advice to management, identify financial risks, and promote accountability and responsible use of funds.

Mustard Seed Communities is an equal opportunity organisation. Interested candidates meeting the above requirements should submit their CV and application letter to

The Programme Supervisor, Mustard Seed Communities in Malawi

Post Office Box 72 Chikwawa

Or email to admin.mscmalawi@mustardseed.com

Closing date: 5th October, 2026

Only shortlisted candidates will be contacted