

VACANCY – ACCOUNTS ASSISTANT

The Malawi High Commission in India is seeking candidates for employment for the position of Accounts Assistant.

BASIC FUNCTIONS OF THE POSITION

The selected candidate will perform a broad range of financial accounting activities including:

- 1) Calculating, collecting, storing and banking of revenue.
- 2) Preparing, recording and balancing financial transactions.
- 3) Preparation of payment vouchers.
- 4) Opening and maintenance of Votes ledger.
- 5) Preparation of Cash books.
- 6) Preparation of Cash controls.
- 7) Procuring and acquiring office supplies.

MINIMUM QUALIFICATIONS REQUIRED

- 1) **Education:** Advanced diploma in accounting
- 2) **Experience:** At least two years' experience in a company involving complex accounting procedures and systems.
- 3) **Language:** Fluency in English is a must (reading/writing/speaking)
- 4) **Ability & Skills:** Ability to consistently provide courteous customer service and to exercise tact when dealing with a large cross-section of the public is required. Must be able to maintain high ethical standards under guidelines provided by the mission.

SUBMISSION

Applications must be submitted to the High Commission (together with CVs, copies of certificates, IDs, and any other document that supports your application) not later Friday, 20th June 2015 to the following address:

**Malawi High Commission,
C-6/11, Vasant Vihar,
New Delhi – 110057.**

Tel: +91-11-26706000