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JOB DESCRIPTION

JOB TITLE: DIRECTOR OF FINANCE & ADMINISTRATION

REPORTING TO: THE EXECUTIVE DIRECTOR/CEO

OVERALL GOAL: As Chief finance and administration officer, the Director of Finance & Administration is responsible for maintaining a healthy, financial, and administrative position of the Bible Society of Malawi for the Society to be a going concern with sustainable potential for continuous growth.

KEY PERFORMANCE INDICATORS:

1. Deliver annual budgets and facilitate budgetary controls in liaison with all directors.
2. Ensuring the sustainability and going concern of the Bible Society of Malawi.
3. Preparing and reporting monthly management accounts for management and quarterly management accounts for the Executive Committee and the Board of Directors.
4. Preparation of annual financial statements including monitoring the accuracy of entries into the accounting system in readiness for annual external audit.
5. Monitoring Bible Society's cash flow on a regular basis by controlling expenditure and ensuring that debtors pay on time and creditors are paid on time.
6. Preparing reconciliations and monitoring International Support Program Account and its cash flow and ensuring that the Bible Society of Malawi is credit worthy to external Bible suppliers.
7. Ensuring timely supply of scriptures through placement of orders timely.
8. Keeping good custody of procured scriptures by ensuring that the warehouse is secure and through proper controls of getting scriptures out of the warehouse and conducting regular stock taking exercises.
9. Taking good care of Bible Society of Malawi property by ensuring that they are insured annually, well maintained and occupied by trustworthy tenants in case of buildings.
10. Ensuring that all monthly reconciliations are done including bank, debtors, and creditors reconciliations.
11. Ensuring that all statutory taxes are paid timely and timely submission of tax returns in accordance with the taxation laws.
12. Managing and minimizing risks in all operations of the organization including investment decisions.

DUTIES

1. Supervising Accounts and Administration members of staff.
2. Assisting the Executive Director in administrative matters.
3. Ensuring correct data entry process into the accounting system.
4. Attending Executive Committee and Board meetings and making available all necessary documents.
5. Checking the payroll and paying salaries monthly.
6. Ensuring that the cashbook is properly maintained.
7. Ensure that money is receipted and banked within 24 hours of receipt by conducting spot checks.
8. Authorizing all Bible Society of Malawi payments.
9. Ensuring that petty cash vouchers are authorized and that the payments are justifiable.
10. Ensuring that stock take is conducted at the end of every month and that it is properly done. Occasionally facilitate surprise stock taking.
11. Authorizing whenever stock items are coming out of the warehouse and being transferred from one shop to another.
12. Signing cheques and ensuring that there are sufficient authorized signatories before a cheque is released to the recipient.
13. Ensuring that debtors pay on time by maintaining monthly debtors listing and communicating to them.
14. Ensuring that creditors are paid on time by having monthly creditors listing and communicating with them.
15. Ensuring that the external audit is conducted within three months after the end of the year.
16. Ensure that staff members go on leave at appropriate times without disturbing the activities of the Society.
17. Managing staff group life assurance scheme.
18. Managing staff pension scheme as the Principal Officer.
19. Ensuring that all properties of the Bible Society of Malawi are always in good tenantable order and timely maintained.
20. Ensuring that tenants pay on time.
21. Ensuring that the Bible Society of Malawi finds and engages the best insurance companies to cover its properties.