

## VACANCY ANNOUNCEMENT

### Accountant

**Mzuzu International Academy (MIA)** is a leading independent international school in Northern Malawi, committed to providing quality education through excellence, innovation, and sound governance. We are seeking to recruit a qualified, experienced, and highly motivated professional to join our Operations team as an **Accountant**.

### Position: Accountant

The Accountant will be responsible for maintaining accurate financial records, preparing financial reports, supporting budgeting and financial planning, managing school fees and payroll, ensuring statutory compliance, and strengthening the Academy's financial management and internal control systems.

### Key Responsibilities

The successful candidate will be responsible for:

- Maintaining accurate accounting records and the general ledger.
- Preparing monthly, quarterly, and annual financial reports.
- Managing school fees billing, collections, reconciliations, and receivables.
- Processing supplier payments and maintaining accounts payable records.
- Preparing payroll and ensuring timely remittance of statutory obligations, including PAYE and pension contributions.
- Assisting in the preparation and monitoring of annual budgets and cash flow forecasts.
- Maintaining the fixed asset register and supporting inventory management.
- Supporting internal and external audits and ensuring compliance with accounting standards and Academy policies.
- Strengthening internal controls and supporting continuous improvement of financial processes.
- Performing other finance-related duties as assigned by Management.

### Qualifications and Experience

Applicants should possess:

- A Bachelor's Degree in Accounting, Finance, or a related field from a recognized institution.
  - A minimum of three (3) years' relevant accounting experience, preferably in an educational institution or service-oriented organisation.
  - A professional qualification such as ICAM, ACCA, CIMA, or an equivalent qualification will be an added advantage.
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- A registered accountant and member of ICAM in good standing.
- Strong knowledge of financial reporting, budgeting, payroll administration, and statutory compliance.
- Proficiency in QuickBooks Online and Microsoft Excel.
- Excellent analytical, communication, and report-writing skills.
- High standards of integrity, professionalism, and attention to detail.

### **What We Offer**

- A competitive remuneration package.
- A supportive and collaborative working environment.
- Opportunities for professional growth and continuous learning.
- The opportunity to contribute to one of Malawi's leading international schools.

### **How to Apply**

Interested candidates should submit:

- A cover letter explaining their suitability for the position;
- A detailed Curriculum Vitae (CV);
- Certified copies of academic and professional qualifications; and
- Contact details of three (3) traceable referees.

Applications should be addressed to:

#### **The Principal**

Mzuzu International Academy  
P.O. Box 221  
Mzuzu, Malawi

Or email: [recruitment@mzuzuacademy.org](mailto:recruitment@mzuzuacademy.org)

**Closing Date: Friday, 31 July 2026**

Only shortlisted candidates will be contacted.

**Mzuzu International Academy is an equal opportunity employer and encourages applications from suitably qualified candidates regardless of gender, disability, or background.**

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