



Mzuzu International Academy

P.O. Box 20165

Luwinga

Mzuzu 2

Cellphone: +265 992 674 874

Email: principal@mzuzuacademy.org

VACANCY ANNOUNCEMENT

Finance Assistant x2

Mzuzu International Academy (MIA) is one of Malawi's leading international schools, committed to providing high-quality education in a nurturing and innovative learning environment. We are seeking a highly motivated, detail-oriented, and ethical individual to join our Finance Department as a **Finance Assistant**.

Position: Finance Assistant

Location: Mzuzu

Reports to: Accountant

The Role

The Finance Assistant will provide essential support to the Accountant in ensuring the efficient operation of the Academy's finance function. The successful candidate will assist with accounts payable and receivable, banking, payroll support, financial record keeping, reconciliations, statutory compliance, budgeting support, and audit preparation while maintaining high standards of accuracy and confidentiality.

Key Responsibilities

The successful candidate will:

- Process supplier invoices, payment vouchers, and reconciliations.
- Record student fee payments and maintain accurate debtor records.
- Prepare daily banking and petty cash reconciliations.
- Capture financial transactions in the accounting system.
- Support payroll processing and statutory deductions.
- Assist in preparing monthly financial reports and budget monitoring.
- Maintain accurate financial records and documentation.
- Support internal and external audits.
- Ensure compliance with financial policies and statutory requirements.
- Perform other finance-related duties as assigned.

Qualifications and Experience

Applicants should possess:



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- A Diploma or Bachelor's Degree in Accounting, Finance, Business Administration, or a related field.
- A Technician Diploma in Accounting (ICAM) or ACCA/CIMA Level 1 or higher will be an added advantage.
- At least **two (2) years'** experience in an accounting or finance support role.
- Experience using **QuickBooks Online** or similar accounting software.
- Strong Microsoft Excel skills.
- Sound knowledge of accounting principles and payroll processes.
- Knowledge of Malawi tax and statutory compliance requirements will be an added advantage.

Personal Attributes

The ideal candidate should demonstrate:

- High levels of integrity and confidentiality.
- Excellent attention to detail and accuracy.
- Strong analytical and organisational skills.
- Good communication and interpersonal skills.
- Ability to work independently and meet deadlines.
- A positive attitude and commitment to teamwork.

How to Apply

Interested candidates should submit:

- A cover letter.
- A detailed Curriculum Vitae (CV) with at least three traceable referees.
- Copies of relevant academic and professional qualifications.

Applications should be addressed to:

The Human Resources Office
Mzuzu International Academy
P.O. Box 20165, Mzuzu, Malawi

Or email your application to: recruitment@mzuzuacademy.org

Closing Date: 14th August 2026

Only shortlisted candidates will be contacted.



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Mzuzu International Academy is an equal opportunity employer. Women and suitably qualified persons with disabilities are strongly encouraged to apply.

