

THE CATHOLIC ARCHDIOCESE OF LILONGWE
ST. MARIA GORETTI

VACANCY ANNOUNCEMENT

Applications are invited from suitably qualified candidates to fill the vacant post of a Bursar tenable at St. Maria Goretti Secondary School.

Overall purpose of the job

The Bursar will directly report to the Head teacher (St. Maria Goretti) and he/she shall be responsible for management of all books of accounts and personnel records.

Duties and Responsibilities

- Preparation of receipts and Banks Revenue
- Writing Local Purchas Orders (LPOs), and General Receipts;
- Maintaining books of accounts files accounting documents;
- Preparation of payment vouchers produces monthly financial reports
- Preparation of annual forecasts and budgets for the school in consultation with the Head Teacher
- Preparation of financial reports as required by the Head Teacher and the Board of Governors;
- Preparation of reconciliation reports and any other financial returns required by the School or by law.
- Managing, reconciling and reimbursing petty cash;
- Managing the School's Finances, all staff personnel records and oversees work with the School's personnel and payroll providers;
- Supervising the School support Staff

Job specifications

- Minimum of a Diploma in Administration, Business Studies, Accounting, or Human Resource Management with two years relevant experience
- Computer literate (MS Office, Excel)
- Strong planning and organizational skills
- Communicate clearly both when speaking and writing in English
- Be prepared to work during odd hours
- Must be a committed and practicing Christian

Method of Application

Send applications with detailed Curriculum Vitae, copies of academic and all relevant Certificates, and three contactable referees to:

The Human Resources & Administration Manager
Archdiocese of Lilongwe
P.O. Box 631
Lilongwe.

Or E-mail: E-mail: vacanciesarchdll@gmail.com

Deadline for receiving applications is 17th May 2021

