



# CATHOLIC DEVELOPMENT COMMISSION IN MALAWI (CADECOM)



P.O. Box 277  
Mangochi  
MALAWI

## DIOCESE OF MANGOCHI

Tel: 01 594 825  
Fax: 01 593 361  
E-mail: mhcadecom@gmail.com

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### **VACANCY ADVERTISEMENT: ACCOUNTS ASSISTANT**

The Diocese of Mangochi through CADECOM is looking for suitably qualified person to fill the vacant position of Accounts Assistant. The Accounts Assistant will be reporting to CADECOM accountant.

**Starting date:** January 2023

#### **Qualifications**

- PAEC /ICAM diploma
- Knowledge of accounting software Quick book, SAGE Line evolution will be an added advantage

#### **Other attributes**

- Self-starter
- Team work
- Ability to work within deadlines
- Flexibility
- Willingness to learn

#### **Terms of Reference**

- Preparing and processing payments
- Banking and follow up on all bank transactions
- Processing of statutory requirements such as tax ,pension, statutory levies and medical aid scheme remittances
- Assisting the accountant in ensuring that financial internal controls are adhered to by all.
- Performing any other relevant duties assigned by Accountant

#### **Remuneration**

- Salary is negotiable
- CADECOM provides contributory medical insurance to staff
- Contributory pension scheme
- Housing allowance ,20% of basic salary

Applications containing application letter and curriculum vitae should be sent and addressed to:

Director of Finance, Investment and Administration

Diocese of Mangochi

P.O Box 44

Mangochi

e-mail:mhcadecom@gmail.com

**Closing date of receiving applications is 14:00 hours, 15 November 2022.**