



Public Service  
Pension Trust Fund

## VACANCIES ANNOUNCEMENT

Public Service Pension Trust Fund (PSPTF) is an Institution that was established in compliance with the Pension Act (CAP 55:02) to oversee the administration of the Public Service Contributory Pension Scheme. The Fund is now inviting applications from suitably qualified Malawians to fill the following vacant position of Assistant Accountant that exists at the Secretariat Office. The successful candidates shall be appointed on contracts renewable every 3 years upon successful performance.

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<b>Job Title</b>	<b>: Assistant Accountant</b>
<b>Grade</b>	<b>: PTF 5</b>
<b>Section</b>	<b>: Finance</b>
<b>Location</b>	<b>: Secretariate Office</b>
<b>Reporting to</b>	<b>: Accountant</b>
<b>Direct Supervisees</b>	<b>: None</b>

### ***PURPOSE OF THE JOB***

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The Assistant Accountant will provide key financial support in managing the fund's accounting operations. This role involves maintaining accurate financial records, preparing reports, assisting with audits, ensuring compliance with regulatory requirements, and contributing to the day-to-day management of the pension fund's financial activities.

## **KEY DUTIES AND RESPONSIBILITIES**

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1. Assist in the preparation of monthly, quarterly, and annual financial reports.
2. Maintain accurate records of pension fund transactions, including contributions.
3. Ensure payments are made within the agreed-upon timelines and maintain good relationships with suppliers
4. Effecting data entry into the accounting system and ensuring the accuracy of the data.
5. Assist in managing cash flow and ensuring timely transactions.
6. Maintain proper filing and documentation of financial records, including invoices, receipts and tax documents.
7. Processing petty cash payments.
8. Maintaining cash books.
9. Preparing bank reconciliation statements, debtor schedules and reconciling them with general ledger.
10. Prepare financial data and assist with the preparation of documents for internal and external audits.
11. Support the Finance team in any ad hoc tasks or special projects as required.

## **PERSON SPECIFICATIONS**

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### **Qualifications and Experience**

- A Diploma in Financial Accounting or its equivalent plus MSCE
  - At least three (3) years' experience in accounting and stores management
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## Knowledge

- Understanding of basic accounting principles (e.g., double-entry bookkeeping, accrual accounting, and cash basis accounting).
- Familiarity with financial statements (balance sheets, income statements, cash flow statements).
- Proficiency in Excel for financial analysis, report generation, and data entry.
- Basic knowledge of VAT, income tax, and other local taxation rules and regulations.
- Understanding of managing both accounts payable (AP) and accounts receivable (AR) processes, including invoicing, credit control, and payment processing.
- Ability to reconcile bank statements and other financial records.
- Familiarity with basic audit processes and the ability to assist in audits (internal and external).

## Skills

- Ability to work with precision, ensuring accuracy in financial data and identifying discrepancies.
- Strong numerical aptitude to perform calculations, verify figures, and manage financial records efficiently.
- Strong written communication skills for emails, reports, and documentation.
- Proficiency in using spreadsheets (Microsoft Excel or Google Sheets) for data management, analysis, and financial reporting.

## Abilities

- Ability to interpret financial data, identify trends, and provide insights on financial performance.
- Ability to handle sensitive financial information with discretion and maintain confidentiality.
- Flexibility to work in a dynamic environment and manage changes in accounting practices, software, or regulatory requirements.

- Capacity to juggle various financial duties simultaneously.
- Customer service orientation (helpful when dealing with suppliers).
- Proactive attitude (anticipating issues and addressing them before they escalate).
- Attention to deadlines.

### Method of application

Interested candidates should submit their application letter attaching a detailed CV and copies of certificates as **ONE DOCUMENT** in PDF format to [vacancies@psptf.mw](mailto:vacancies@psptf.mw) and should be addressed to:

The Principal Officer

Public Service Pension Trust Fund

P.O. Box 30146

Lilongwe

Closing date for receiving applications is on Monday 13<sup>th</sup> January 2025.

Please note that **only applications received through [vacancies@psptf.mw](mailto:vacancies@psptf.mw) will be considered and only shortlisted candidates will be invited for interviews.**