



Republic of Malawi

JUDICIAL SERVICE COMMISSION

INTERNAL VACANCY RE-ADVERTISEMENT

Applications are invited from suitably qualified serving officers within the Judiciary for the vacancy listed below existing in the Judiciary.

Vac. 04/22

Post : **Accountant (Grade PO/JS7)**

Salary : Within Grade PO salary scale segment.

Location : Blantyre, Lilongwe, Mzuzu and Zomba

Qualification : *Applicants should be serving officers in the Malawi Judiciary in possession of a Bachelor's degree in either Accountancy, Finance or a professional Certificate of ACCA, CIMA or Serving Senior Assistant Accountant (Grade J) within the Malawi Judiciary, with a minimum of four (4) years' experience at that post.*

Duties: Assisting in the preparation of budget estimates, cash flow forecasts and virements; Supervising junior accounting personnel; Processing salaries in the IFMIS; Preparing quarterly and monthly returns of expenditure and revenue; Ensuring that transactions are correctly posted and verifying subsidiary books before posting into the general ledger; Maintaining advances ledger and advances returns; Ensuring paid vouchers are properly filed; Countersigning of accounting documents; Preparing bank reconciliations; Performing any other duties as may be assigned from time to time by supervisor.

52(j)/22

Note: Original documents of certificates and letters of appointment shall be needed during interviews.

Applicants should **submit their application letters together with copies of their Certificates, letters of Probationary Appointment (PSR 19), promotion letters if any and Curriculum Vitae to:-**

**The Secretary,
Judicial Service Commission,
P.O. Box 30133,
Lilongwe 3.**

To reach her not later than 2nd November, 2022