

CHURCH OF CENTRAL AFRICA PRESBYTERIAN

SYNOD OF LIVINGSTONIA



Tel : 01 311 344
Fax: 01 311 111
Email: secretariat@ccapsolinia.org

Synod Office
Boardman Road
P.O Box 112
Mzuzu
MALAWI

Ref.:

02nd July, 2025

VACANCY – ACCOUNTS ASSISTANT

The CCAP Synod of Livingstonia – Savings Group Ministry is looking for a suitably qualified candidate to fill the vacant position of Accounts Assistant.

Responsibilities

1. Process income transactions
 - Receive moneys
 - Value received goods in kind
 - Issue receipts for moneys and goods received
2. Bank moneys received
 - Process expenditure transactions
 - Verify supporting documents for payment requisitions
 - Make Payment requisition and submit for approval
 - Disburse funds for authorized requisitions
 - Obtain payment receipts
3. Assist in liquidation of cash advances
4. Keep books in Accounting software package:
 - Capture cashbook and journal entries in Accounting system
 - Post to ledger in Accounting system
5. Assist in monthly reporting:
 - Reconcile bank statements & petty cash
6. Assist in procurement processes:
 - Prepare purchase requisitions
 - Obtain quotations from suppliers
 - Make purchase orders
7. Keep stocks:
 - Receive and inspect goods
 - Make Goods Received Notes
 - Record Goods received on stock cards
 - Prepare stores issue notes
 - Issue goods & update stock cards
8. Participate in planning meetings



Qualifications

- Committed Christian
- Commitment to holistic ministry
- Ability to use Microsoft excel and other Microsoft office packages
- Minimum of a Diploma in Accounting or similar qualification
- Three years' experience

This position is open to all those with relevant qualifications.

Applications should be sent or hand delivered to:

The Deputy General Secretary
CCAP Synod of Livingstonia
P O Box 112,
Mzuzu

Closing date: 16th July, 2025

