



## **Admin and Finance Volunteer (Malawi)**

### **Job Details**

**Location:** Temwa Malawi Office, Mzuzu, Malawi

**Duration of work:** 3-6 months

**Salary:** Voluntary Role with basic expenses paid

**Start Date:** April/May 2022

### **About Temwa**

Temwa, meaning 'love within a community' in the language of Tumbuka, is a Bristol-based charity committed to empowering remote African communities. Our goal is to harness the power of bringing communities together. We partner with hard-to-reach communities in Malawi, empowering local people to end poverty and transform their own futures. At the same time, we inspire local communities in the UK to come together to help bring about this change. We have been working in Northern Malawi for over 19 years, and our work currently includes sustainable agriculture, forestry, health and education programmes.

### **Principles of Temwa:**

- Community Driven – Temwa's decisions are made by the community
- Working towards long-term self-reliance
- Commitment to sustainable development
- Belief in inclusive communities
- Working together with integrity, openness, mutual accountability and professionalism

We have a highly skilled team of employees in Malawi implementing this work, based out of two offices in the Northern Region. Our UK office in Bristol, comprises a small fundraising and operations team of six staff (all of which are part time), 3-5 regular volunteers and interns and a wider family of volunteers and supporters, committed to achieving our goal.

### **Background to Role**

This volunteer role is located in Temwa Malawi headquarters in Mzuzu, Malawi's third largest city. Temwa Malawi is a registered NGO in Malawi which employs around 25 staff members. The Temwa Malawi Programme Manager has requested this volunteer post.

Temwa Malawi delivers projects on behalf of Temwa UK. They are all delivered in the Nkhata Bay North area which is a remote part of Northern Malawi. Temwa Malawi is accountable to Temwa UK for delivery of projects through a series of funding contracts.

In addition to the headquarters in Mzuzu, Temwa Malawi has a field office in Usisya which is within the Nkhata Bay North catchment area. There is a Temwa run library and community centre in Usisya as well as a guest

house for Mzuzu based project staff to stay when they are working in the field. A small number of Temwa staff are permanently located in Usisya.

Whilst a lot of the financial management and financial processes in Malawi are similar to what you would expect in a finance office in the UK, you will find some significant differences including the amount of cash that is handled in the office and the paper based nature of many of the records.

## Volunteer Role Overview

- The volunteer role will involve supporting the Accountant to run the Malawi finance office for a period of between 3-6 months. The current Accountant is new to the role and the Temwa Malawi SMT & Board of Trustees wants to have a volunteer in place whilst the Accountant develops in the role.
- The finance office has been run well by the out-going post holder and the volunteer will be taking over at a time when the financial management is relatively robust and the overall finances are in a stable state. Although the out-going Accountant will no longer be working for Temwa Malawi, they live in Mzuzu and has agreed to be available to provide support to the in-coming Accountant and volunteer. She is also producing a set of handover notes that will ensure that the volunteer has good information on current processes.
- There will be a period between the current post-holder leaving and the volunteer taking over. During that period, the finance office is going to be overseen by an accountancy firm who has audited Temwa in the past and is aware of the processes in place, supported by a finance intern.
- The role will be supported by UK based experienced finance volunteer, who has been working with Temwa for over 5 years and understands Temwa UK & Malawi financial management well.

## Key Elements of Role

The key elements of the role are:

- a. Carrying out/supporting the following day to day financial processing roles:
  - Monthly payroll – combination of bank transfers and cash payments
  - PAYE and other tax returns
  - Other payment processes for external supplies – eg rent, utilities, vehicle repairs etc
  - Conversion of funds transferred from the UK into Malawi kwacha
  - Managing use of fuel for the Temwa vehicles, motor cycles and boat
  - Issuing cash to project officers for activities to be carried out in the field
  - Carrying out reconciliations of spending carried out in the field
  - Ensuring cash income is properly managed and recorded (eg Usisya guest house charges, community hall lettings etc)
  - Entering transactions into Quickbooks
  - Setting up new Quickbook classes where new projects are set up
  - Month end processes:
    - Bank reconciliation
    - Cash book reconciliation
    - Etc.
  - Maintaining an asset register
- b. Financial reporting with the guidance from the Accountant:
  - Monthly profit and loss and balance sheet reports shared with the Temwa UK team
  - Monthly monitoring of funding and spend against budget
  - Monthly report on spend against project activities
  - Financial position report to the joint Temwa Malawi/UK Senior Management Team

- Reports to the Temwa Malawi Board as and when required.
- c. Temwa Malawi financial management manual and other policies
  - Ensuring financial management manual is up-to-date, reflects processes in place and is adhered to
  - Ensuring other policies are up-to-date and adhered to, including the transport policy, procurement policy, staff handbook etc.
- d. Liaising with key stakeholders:
  - Temwa Malawi Programme Director
  - Temwa Malawi Board trustee responsible for finance
  - Temwa UK Managing Director
  - Temwa UK Finance and Systems Manager
  - Temwa UK finance volunteer.

## Person Specification

The person who takes on the role will be expected to:

- a. Have an accountancy qualification or demonstrate experience which allows them to operate at a level that a finance officer would be expected to operate at
- b. Have some experience of working in an operational finance environment
- c. Have some knowledge and experience of using financial systems (preferably Quickbooks)
- d. Be good at building relationships with a range of stakeholders
- e. Be able to adapt to working in a different environment from one in which they have previously worked
- f. Be able to be assertive to ensure sound management of finances in line with agreed budgets and policies.

## Reporting Line

- Day to day reporting will be to the Accountant in Malawi
- The UK Managing Director will have an oversight role.

## Terms and Conditions

- The post will be for a 3-6 month period
- Normal hours are 8am to 5pm Monday to Friday with one hour for lunch
- The volunteer will be entitled to take 5-10 days leave during the period on top of Malawi public holidays.
- Temwa UK will meet the costs of:
  - a. Flights to and from the UK to Malawi (Lilongwe)
  - b. Transport from Lilongwe airport to Mzuzu
  - c. A visa to work as a volunteer in Malawi for 6 months
  - d. A monthly allowance of 150,000 kwacha whilst in Malawi
  - e. Other out-of-pocket expenses including insurance and anti malaria medication.
- The volunteer will initially stay in accommodation in the Temwa Malawi office. Once the volunteer has found local accommodation, Temwa UK will fund the cost of the accommodation.

## How to Apply

Please send a CV (2 pages maximum) and covering letter explaining how you meet the requirements (2 pages maximum) to [sally@temwa.org](mailto:sally@temwa.org)

**Closing Date** is Friday 25th March at 9am