



INTERNSHIP VACANCY POSITIONS

ACCOUNTS ASSISTANT- INTERN

Centre for Youth Empowerment and Civic Education (CYECE) is a non-Governmental and not for profit organization established in March 1997. It was formed with the aim of addressing the socioeconomic development issues affecting children and young people in Malawi. CYECE headquarters is based in Lilongwe in Area 15 and it has programmes across Malawi with community-based projects in Lilongwe, Kasungu, Dowa, Salima, Mchinji, Dedza in the central region, Mangochi, Chiradzulu, Machinga, Zomba, Thyolo, Blantyre and Chikhwawa in the southern Region and Karonga, Nkhatabay, Mzimba in the northern region. The Organization uses four interlinked strategies of Community Mobilization, empowerment, Capacity building and advocacy to fulfill its mandate.

CYECE invites applications from fresh graduates aged between 18 and 24 to fill the vacant position of Accounts Assistant- Intern to be based in its Lilongwe office.

The Accounts Assistant will be responsible for providing back-up support on finance and accounts duties at the office, including managing financial documents and bank account documents, collecting and filing quotations, and assisting in coordinating staff reconciliations.

Key Responsibilities

- Assist in maintaining cashbooks and bank reconciliations
- Maintaining proper books of accounts and supporting documents
- Provide support to Accounts Officer in filing accounting documents as well as scanning and photocopying financial documents
- Responsible for balancing of petty cash book, monitor and record petty cash payments
- Participate in the preparation of budgets in collaboration with finance team
- Collecting and filing of quotations
- Processing Invoice and filing
- Bank deposits
- Processing payments
- Assist in paying allowances and refunds during meetings as assigned from time to time
- Any other duties as signed from time to time

Education Qualifications

- Bachelor of Accountancy or any related field from recognized and accredited institution in Malawi.

Personal Attributes

- Computer literacy; full working knowledge of MS Excel and word. Knowledge of Quick books accounting system is an added advantage.
- Highly energetic and organized
- Outstanding written and verbal communication skills
- Strong communication and organizational skills
- Ability to relate well with people of different backgrounds

Mode of Application

If you are interested in the position and meet the above requirements, please submit your cover letter, Copies of certificates, curriculum Vitae (CV), and names and contact details of three traceable referees through email at vacancies@cyecemw.org or by hand to the CYECE Lilongwe office, Area 15/6, Gogo Jenala Compound.

Application must be received not later that **17:00hrs on Friday 18th August 2023**. Please include "Accounts Assistant-Intern" in the subject line.

CYECE is an equal opportunity employer, and women and girls are encouraged to apply.

Only shortlisted applicants will be acknowledged.!!