VACANCIES ADVERTISEMENT

Vacancy Ref: 2026-04-AO

Position: Accounts Officer

The Malawi Epidemiology and Intervention Research Unit (MEIRU) is a leading health research institution committed to conducting high-quality research that improves health and well-being in Malawi and beyond. It operates in Chilumba, Karonga District, and Lilongwe City. The research programme is conducted in partnership with the Kamuzu University of Health Sciences, the Malawi Ministry of Health, and international partners. MEIRU invites applications from suitably qualified, motivated, and experienced individuals to fill the position of **Accounts Officer** based in Chilumba.

This is a full-time position (48 hours per week) on Grade F of the MEIRU salary scale.

Role Summary

The Accounts Officer will support the efficient management of financial and accounting operations within MEIRU. The successful candidate will ensure accurate financial record-keeping, compliance with financial policies and procedures, timely reporting, and effective support to programme and administrative teams.

Key Responsibilities

- The Accounts Officer will:
- Process and record financial transactions accurately and promptly.
- Prepare payment vouchers and ensure proper supporting documentation is attached.
- Maintain cashbooks, ledgers, and other accounting records.
- Assist with bank reconciliations and resolve any discrepancies.
- Prepare monthly financial reports and schedules as required.
- Support budget monitoring and expenditure tracking for projects and institutional activities.
- Process staff advances, travel claims, and reconciliations.
- Assist in the preparation for internal and external audits.
- Maintain an organized filing system for financial records and supporting documents.
- Ensure compliance with MEIRU financial policies, donor requirements, and statutory obligations.
- Assist with payroll-related processes as assigned.

- Perform any other finance and accounting duties assigned by the Finance Manager or designated supervisor.

Minimum Requirements

Applicants must:

- Hold a Diploma in Accounting, Finance, Business Administration, Business Management, or a related field from a recognized institution.
- Have a minimum of two (2) years' relevant work experience in accounting, finance, or a similar role.
- Demonstrate knowledge of basic accounting principles and financial management practices.
- Be proficient in Microsoft Excel, Word, and other accounting-related software packages.
- Possess strong analytical, numerical, and problem-solving skills.
- Have excellent organizational and record-management skills.
- Demonstrate integrity, professionalism, and the ability to maintain confidentiality.
- Be able to work independently and as part of a multidisciplinary team.
- Possession of a professional accounting qualification (e.g., CAT, ACCA, CIMA, ICAM Technician) will be an added advantage.

Method of Application

Interested candidates should submit their applications by completing the online application form available at the link below:

https://www.meiru.info/application-form/

Applicants should ensure that all required information is provided before submitting their application.

Please quote Vacancy Reference: 2026-04-AO on the subject line in the covering letter

Closing Date

The closing date for receiving applications is **30th October 2026**.

Only shortlisted candidates will be contacted.

MEIRU is an equal opportunity employer and encourages applications from suitably qualified candidates regardless of gender, disability, or background.