



VACANCY



The Lilongwe Institute of Orthopaedics and Neurosurgery (LION) is an autonomous not-for-profit institution managed by the LION Trust. LION functions as the orthopaedic and neurosurgical department of Kamuzu Central Hospital and provides quality public and paying services in trauma, orthopaedics, neurosurgery, with the goal of reducing the high level of disability and its economic impact on the people of Malawi, on the individual and on community level.

We are looking for an enthusiastic and hardworking individual with the right skills to fill the position of;

Position: Financial Accountant
Reporting to: Finance Director
Location: Lilongwe
Period: 2 years (with a possibility of extension)

JOB SUMMARY

LION seeks a highly motivated and detail-oriented finance professional to join our team. The role is responsible for maintaining the hospital's accounting systems, ensuring accurate and timely financial reporting, supervising finance staff, and reinforcing compliance with internal controls, financial regulations, and statutory requirements. The successful candidate will oversee daily financial operations including bookkeeping, reconciliations, preparation of management and statutory accounts, and coordination of quarterly stock takes. In addition, the role will act as a liaison with medical schemes and support the Finance Director in driving efficiency, accountability, and cost containment strategies.

This position requires a proactive individual with strong analytical skills, a high level of integrity, and the ability to work both independently and collaboratively within a team environment.

MAIN DUTIES

- Maintains general accounting systems and controls.
- Creates centres and account codes.
- Maintains financial records in QuickBooks
- Ensures QuickBooks cut-off is implemented on the 10th of every month.

- Supervises Finance Officer on booking of monthly income and expenditure
- Supervises Finance Officer on maintaining of payables and receivables list ensuring reconciliations are performed monthly.
- Loads weekly bank statements and clear to relevant general ledgers.
- Performs monthly general ledger reconciliations e.g. receivables, payables, fixed assets (by the 10th of each month for the previous month).
- Performs monthly bank reconciliations (by the 10th of each month for the previous month).
- Prepares and publishes monthly financial statements including Balance Sheet, Statement of Income and Expenditure per department (by the 10th of each month for the previous month).
- Acts as Hospital liaison for medical schemes on billing and pricing
- Assists the Finance Director in the provision of an effective Financial Accounting services for the Hospital.
- Reinforces internal controls and financial regulations and procedures compliance e.g. taxes and pensions
- Reviews accounting processes and practices and improve where necessary to ensure efficient financial operations
- Reviews and updates expenditure control systems from time to time.
- Recommends methods and strategies for cost containment
- Prepares monthly trial balance by the 10th of each month
- Prepares journal adjustments/entries for approval by FD.
- Supervises quarterly stock take processes including counting and reconciliations.
- Any other duties as assigned from time to time.

EDUCATION AND EXPERIENCE

- A University Degree in Accounting from a reputable university
- Qualified or working towards chartered certification i.e. ACCA, CIMA, or its equivalent
- Basic knowledge of health care services and products
- Problem solving abilities and a strong presence of mind
- Sound computing skills especially in Excel, Word, PowerPoint and other accounting packages.

KEY COMPETENCIES

- Communication skills and team working
- Information processing ability
- Accuracy
- Attention to detail
- Problem-solving skills

- Ability to work independently
- Integrity, honesty and confidentiality
- Ability to work independently
- Integrity and honesty
- Reliability and confidentiality
- Critical-thinking skills and ability to foster teamwork
- Manual dexterity

How to apply

Please send:

- (1) Application consisting of; one-page-cover letter, and one-page statement detailing career goals and interests,
- (2) CV, including three relevant and up to date references that can be reached by phone and e-mail,
- (3) Certified copies of relevant certificates and any written references to;

**The HR Director,
Lilongwe Institute of Orthopaedics and Neurosurgery (LION),
P.O. Box 31653,
Lilongwe.**

e-mail: **recruitment@lion.mw**

The application (both e-mail and original hard copy) must be received no later than 5pm, Friday, 19th September 2025.

LION is an Equal Opportunity Employer. We encourage women to apply.

Only shortlisted candidates will be invited for interviews.

For more information, visit: www.lion.mw