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 Orthopaedics and Neurosurgery Department of Kamuzu Central Hospital and provides high-quality public and private healthcare services in trauma, orthopaedics, and neurosurgery. The Institute's goal is to reduce disability and its economic impact on individuals, families, and communities in Malawi.

LION invites applications from suitably qualified and experienced individuals to fill the following position:

ACCOUNTS ASSISTANT (2)

Contract Period: Two (2) years, renewable subject to satisfactory performance.

Reports to: Management Accountant

Job Summary

The Accounts Assistant will be responsible for supporting the hospital's accounts payable, accounts receivable, billing, collection, payment processing and general finance operations. The role will ensure that transactions are accurately processed, properly recorded, reconciled and settled in a timely manner, while maintaining effective financial controls and supporting the overall financial health of the Institute.

MAIN DUTIES AND RESPONSIBILITIES

1. **Accounts Receivable and Billing**

- Accurately prepare and process invoices for individual patients, medical schemes, corporate clients and other customers.
- Ensure timely billing in accordance with hospital policies and agreed terms with clients and insurers.
- Verify patient forms, billing information and supporting documentation before invoices are processed.
- Maintain up-to-date sales records and accurately record daily sales in QuickBooks.
- Maintain accurate and up-to-date receivable records and customer accounts.
- Engage with individual clients, medical schemes and corporate clients to ensure prompt settlement of outstanding balances.
- Generate and send payment reminders, statements and escalation notices where necessary.
- Reconcile receivable accounts and ensure all payments are accurately posted and allocated by the 10th of every month for the previous month.
- Investigate and resolve discrepancies between billing records, invoices and payments received.

- Prepare monthly sales and receivables reconciliation reports for management review by the 10th of every month for the previous month.
- Prepare and distribute accurate receivable statements on a monthly basis.
- Monitor receivable aging and provide periodic reports on collection status and overdue accounts.
- Assist in implementing and enforcing the Institute's credit and debt collection policies.

2. Accounts Payable and Payment Processing

- Receive, verify and process supplier invoices and payment requests in accordance with approved procedures.
- Ensure supplier invoices are supported by appropriate documentation, including purchase orders, goods received notes, contracts and approvals, where applicable.
- Perform invoice matching and verification before payments are processed.
- Prepare payment schedules and payment vouchers for review and approval.
- Process approved supplier, staff and other institutional payments through the appropriate banking or payment platforms.
- Maintain accurate and up-to-date supplier records and accounts payable ledgers.
- Reconcile supplier statements and investigate and resolve discrepancies promptly.
- Monitor outstanding supplier balances and ensure payments are processed within approved payment terms and available cash flow.
- Maintain proper records of all payments processed and ensure that supporting documentation is complete and properly filed.
- Assist in monitoring statutory and other payment obligations such as taxes, pension, medical aid etc to ensure timely settlement.
- Support the Finance Director and Management Accountant in managing the Institute's payment priorities and cash flow requirements.

3. Reconciliations and General Finance Support

- Perform bank, supplier, customer and other account reconciliations as assigned.
- Ensure all financial transactions are accurately recorded in QuickBooks and properly supported.
- Investigate and resolve accounting discrepancies and unusual transactions.
- Assist with month-end and year-end financial close processes.
- Support the preparation of schedules and working papers required for management reporting and audits.
- Support the Financial Accountant and Management Accountant with accounting, reporting and reconciliation activities as required.
- Provide information and supporting documentation for internal and external audits.
- Maintain proper and orderly financial records in accordance with the Institute's policies and procedures.
- Ensure compliance with applicable financial policies, internal controls and statutory requirements.

4. Other Responsibilities

- Support the Finance Director in audits, financial reporting and other finance-related assignments.

- Contribute to the improvement of finance processes, internal controls and revenue collection procedures.
- Perform any other duties reasonably assigned from time to time.

EDUCATION AND EXPERIENCE

- Diploma in Accounting from a recognised university/college.
- Minimum of 1-year relevant experience in a busy accounting environment.
- Experience in both accounts payable and accounts receivable processing will be an added advantage.
- Strong understanding of invoicing, payment processing, reconciliations and debt recovery processes.
- Experience with accounting software, preferably QuickBooks, Sage or similar systems.
- Knowledge of basic accounting principles and financial controls.

Application Procedure

Interested candidates who meet the above requirements should submit their application letter, detailed Curriculum Vitae (CV), and copies of relevant academic and professional certificates to:

The Human Resource Director
LION Trust
P.O. Box 31653
Lilongwe

OR Email: recruitment@lion.mw

Closing Date: August 28, 2026

Only shortlisted candidates will be contacted.