



EXTERNAL VACANCY

The Malawi Legal Aid Bureau, established under the Legal Aid Act of 2011, is a national public institution mandated to provide legal aid to persons with insufficient means. In a bid to provide quality legal aid service to the nation, the Bureau invites applications from qualified candidates to fill the following vacant posts:

Vacancy Number	:	LAB/1/25
Title	:	Senior Assistant Accountant (2 posts)
Grade	:	Grade J
Reporting to	:	Accountant
Salary	:	Salary range of Grade J in the Legal Aid Bureau
Duty Stations	:	Mzuzu and Lilongwe

Duties and Responsibilities

Duties and Responsibilities

- Preparing project-related payments in compliance with donor processes
- Processing ORT-related payments in accordance with regulations
- Liaising with and monitoring district offices on all accounting processes
- Processing financial transactions systematically and ensuring payment procedures are followed
- Preparing cash books for monthly reconciliations and other reconciliation tasks
- Maintaining financial records and documentation
- Supporting processing of accounts payables and receivables
- Participating in departmental budgeting processes
- Providing general support to the accounting team as required
- Assisting in the preparation of financial statements and report
- Any other tasks assigned by competent authorities

Qualifications and Experience

- Diploma in Accounting or related field from a recognized and accredited institution
- Minimum of two (2) years' experience in a busy institution

Mode of Application

Interested candidates should submit application letters, Curriculum Vitae with three (3) traceable referees and copies of professional certificates to the following address:

The Director
Malawi Legal Aid Bureau
1st Floor Shire Building, Off Paul Kagame Road
P.O. Box 675
Lilongwe

All applications should reach the Director not later than 4:30 pm on Friday 10th October, 2025.