<table>
<thead>
<tr>
<th><strong>TITLE:</strong></th>
<th>Finance and Administration Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PARTNER(S):</strong></td>
<td>Ungweru</td>
</tr>
<tr>
<td><strong>COUNTRY AND PLACE OF ASSIGNMENT:</strong></td>
<td>Mzuzu, Malawi</td>
</tr>
<tr>
<td><strong>CONTRACT DURATION:</strong></td>
<td>According to your program’s requirements</td>
</tr>
<tr>
<td><strong>DESCRIPTION:</strong></td>
<td>Uniterra is a leading Canadian international volunteer cooperation and development program, jointly implemented by the Centre for International Studies and Cooperation (CECI) and World University Service of Canada (WUSC). Uniterra contributes to improving the socio-economic conditions of poor and marginalized communities in 14 countries and with over 170 partners in Africa, Asia and the Americas through the exchange of expertise and knowledge of Canadian and international volunteers. Uniterra believes that economic growth, when inclusive, is the most powerful driver of poverty reduction. The purpose of the Uniterra program is to improve the lives of some of the world’s most vulnerable populations by stimulating growth and facilitating access to the benefits of growing and diversified markets. To make this happen, we are working with our local partners to enhance the income of poor and marginalized women and youth through better access to employment and income generation opportunities. Uniterra country program staff work with our local partners to design Uniterra assignments in the context of the country strategy, supporting the inclusion of women and youth in key economic subsectors.</td>
</tr>
</tbody>
</table>

For more information on the Uniterra program, our approach and countries of focus please visit: Uniterra.ca.

Ungweru (Tumbuka word meaning light) is a local non-governmental organization that works with disadvantaged communities in Mzuzu peri-urban areas and in Mzimba district on areas of Food Security, Child protection, Education, Natural Resource Management, HIV/AIDS Management, and Water and Sanitation. Ungweru also operates a Learning, Information and Communication Centre for the Youth and the community around.

The Finance and Administration Officer will contribute to the objectives of Uniterra by ensuring that the accounting system data up-date is the organization’s priority area by building capacity of staff in using the accounting system in readiness for institutional audits.
RESPONSIBILITIES:

- Assess, review and provide recommendations to update an existing accounting system;
- Develop and conduct training to staff on Accounting software (Sage);
- Provide ongoing and coaching support to Ungweru finance staff on accounting;
- Support Ungweru to develop and maintain an asset register;
- Ensure the participation of women and youth, as well as their representation, in all activities of and all program benefits;
- Write reports required by Ungweru and the Uniterra program.

QUALIFICATIONS:

- Studying towards a University degree in Accounting, Finance or a related field;
- Understanding of financial and accounting systems (Sage preferably);
- Ability to work independently and collaboratively;
- Ability to work in an intercultural environment;
- Strong written and oral communication skills in English.