



ST. JOSEPH'S COLLEGE OF HEALTH SCIENCES

P.O Box 5505

LIMBE, MALAWI, CENTRAL AFRICA

EMAIL: stjosephmw@yahoo.com / admin@stjosephcollege.ac.mw

CELL: (265) 894 368 007

(265)994 232 848

VACANCY ANNOUNCEMENT

St. Joseph's College of Health Sciences is a faith-based institution located in Nguludi, Chiradzulu District. The College is owned by the Catholic Church under the **Archdiocese of Blantyre**. It operates under the **Christian Health Association of Malawi (CHAM)** which is an umbrella organization that coordinates Christian health facilities and training institutions across Malawi. The College is committed to excellence in teaching, service and the development of health professionals grounded in Christian values.

The College is currently inviting applications from suitably qualified and motivated individuals to fill the vacant position of:

Accounts Assistant (Grade M)

Reporting to: The College Accountant

Qualifications and Requirements

- A Diploma from a recognized and accredited institution.
- At least not less than 2 years' experience in accounting field.
- Posses mastery of accounts computer packages including Sage, QuickBooks, and Excel.
- The ability to detect errors and discrepancies in financial data
- Strong interpersonal and communication skills.

Key Responsibilities

- Handling accounts payable and receivable, processing invoices, payments, and other financial transactions.
- Provides support to the College Accountant in preparing monthly financial reports.
- Assist in maintaining accurate financial records, journals, and databases, ensuring all financial documents are filed correctly
- Performing regular bank reconciliations to verify the accuracy of cash records and balance financial accounts
- Completing general administrative tasks, managing petty cash, and assisting with the collection and banking of various funds
- Ensure compliance with financial regulations and College financial policies
- Assisting with data compilation and providing necessary documentation for internal or external auditors
- Stay updated on changes in accounting practices

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HEALTH SCIENCES
P.O. BOX 5505, LIMBE

2025-09-17

All communications should be addressed to the Principal

THE PRINCIPAL
SIGN

Method of Application

Interested candidates should submit:

- A cover letter addressed to the College Principal
- A detailed and updated Curriculum Vitae (CV)
- Copies of academic and professional certificate
- At least two traceable referees
- The application package should be merged as one document

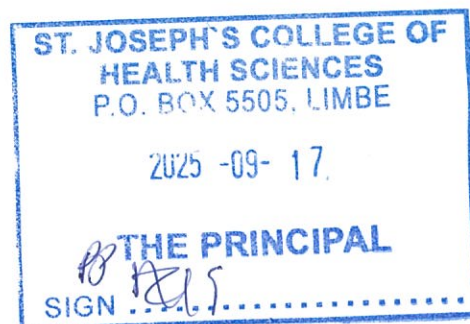
Submission Address:

The College Principal

St. Joseph's College of Health Sciences

P.O. Box 5505, Limbe

Email: stjosephmw@yahoo.com



Closing Date for Applications: 24th September, 2025

Only shortlisted candidates will be contacted.