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Kamuzu Academy is inviting applications from suitably qualified and experienced candidates for the position of Accounts Supervisor. The successful candidate will be responsible for overseeing the daily operations of the Accounts Office and ensuring the accuracy, integrity, and timely reporting of financial information

About Kamuzu Academy

Kamuzu Academy is a selective, co-educational boarding school for students aged 11 to 18 years, following the Cambridge International Examinations (CIE) curriculum. Located on a beautiful, purpose-built campus approximately 2.5 hours north of Malawi's capital city, Lilongwe, the Academy offers exceptional academic, recreational, and sporting facilities.

We are a well-resourced international school with a long-standing reputation for academic excellence. At Kamuzu Academy, we place each student's success at the heart of our mission. With our dedicated team of teachers, motivated students, and supportive community, the Academy provides a rewarding and inspiring environment in which to teach and learn.

Kamuzu Academy is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. Our Safeguarding and Child Protection Policy can be accessed from the Academy's website.

The Role

The Accounts Supervisor will support the efficient and effective management of the Accounts Office by overseeing day-to-day financial operations under the direct supervision of the Deputy Bursar. The role is responsible for ensuring accuracy and integrity in all financial transactions, timely preparation of financial reports, and adherence to established accounting standards and institutional policies. The successful candidate will contribute to strengthening internal controls, supervising the accounts team, and supporting the overall financial administration of the institution.

Main Duties and Responsibilities

- Supervise and provide guidance to the accounts team to ensure accurate and timely financial reporting.
- Review and reconcile general ledger accounts, ensuring accuracy, completeness, and compliance with internal controls.
- Coordinate with external auditors and support audit processes to meet all regulatory and institutional requirements.
- Assist in the preparation, development, and monitoring of budgets, forecasts, and financial plans.
- Support continuous improvement of financial processes and contribute to strengthening internal financial systems.
- Oversee the processing of payments, receipts, and payroll to ensure adherence to financial policies and procedures.
- Monitor cash flow and bank transactions, and prepare regular reconciliations and financial updates for management.

- Review and verify supplier invoices, payment vouchers, and expense reports for accuracy and compliance.
- Provide technical support and training to accounts staff to enhance capacity and improve efficiency.

Requirements:

- Bachelor's Degree in Accounting or equivalent, **or** ACCA Skills Level.
- Minimum of 5+ years of progressive experience in accounting and finance; *OR* a Diploma in Accounting with 10+ years of relevant experience.
- Proficiency in accounting software and Microsoft Office applications.
- Strong analytical, organisational, and problem-solving skills.
- Proven ability to manage and prioritise multiple tasks and meet strict deadlines.
- Demonstrated experience in supervising and leading a team.
- High level of integrity, professionalism, and strong work ethic.

How to Apply:

Interested candidates should submit a cover letter outlining their suitability for the role, a detailed Curriculum Vitae with Contact details of at least three professional referees and a completed Kamuzu Academy application form, which can be obtained from www.kamuzuacademy.com/public/vacancy

Applications should be sent via email to hrm@ka.ac.mw , clearly indicating “*Accounts Supervisor Application*” in the subject line, no later than 5th December 2025.

Kamuzu Academy is an equal opportunity employer. We thank all applicants for their interest; however, only shortlisted candidates will be contacted. Further information about Kamuzu Academy can be found on our website: www.kamuzuacademy.com