



Accelerating Malawi's Economic Growth

VACANCY ADVERTISEMENT: ACCOUNTS ASSISTANT (GRADE RA9)

The Roads Authority (RA) was created by the Roads Act No. 3 of 2006 to ensure that public roads are constructed, maintained or rehabilitated at all times; and to advise the Minister, and where appropriate, the Minister responsible for Local Government on the preparation and efficient and effective implementation of the Annual National Roads Programme.

The Roads Authority (RA) is inviting applications from **suitably qualified Malawians** to fill a vacant position of **Accounts Assistant** tenable at Regional Office Centre in Lilongwe.

The role of the **Accounts Assistant** is to receive, safeguard and disburse cash.

*The **Accounts Assistant** reports to the Corporate Services Supervisor and is specifically responsible for: -*

- i. Capturing transactions into ledgers.
- ii. Preparing reconciliations of cash against bank deposits.
- iii. Preparing and issuing payment vouchers and cheques.
- iv. Making bank deposits and updating cash books.
- v. Handling petty cash and maintaining petty cash book.
- vi. Filing accounting documents, vouchers, bank statements etc.
- vii. Issuing and capturing receipts.
- viii. Preparing the daily voucher list and cheque dispatch list.
- ix. Receiving cheques and cash and receipting the same.
- x. Producing trial balance.
- xi. Managing supplies requisition and storage.

The desired candidate must have the following qualifications, experience, knowledge, skills and abilities: -

- i. Certificate in Accounting.
- ii. At least 2 years' work experience in Accounting.
- iii. Knowledge of the principles of book keeping and accounting procedures.
- iv. Computer knowledge in MS Office
- v. Excellent communication skills
- vi. Integrity and honesty.

Interested candidates should submit their applications under confidential cover together with detailed and updated Curriculum Vita (CV) that clearly stipulates the date of birth of the applicant, names of three traceable referees and copies of certificates to:-

**The Chief Executive Officer
Roads Authority
Private Bag B346
LILONGWE 3**

Closing date for receiving applications is **Monday, 28th September 2026**.

Only shortlisted candidates will be acknowledged.