



**Van Rees Ltd (Malawi)** is a branch office of the Van Rees Group, an international tea trading company with offices in all major tea production countries and sales centers. Van Rees is one of the largest exporters of tea out of Malawi. We have a vacancy in Blantyre for a full time

## ACCOUNTANT

This position has a dual reporting relationship to the General Manager of Van Rees Ltd (Malawi) and the CFO of Van Rees Group in The Netherlands.

The key **responsibilities** will be:

- Processing month-end/quarterly/year end closing and related financial reports
- Managing accounts payable and receivable
- Managing cash flow and local banking activities
- Processing the monthly payroll
- Managing tax returns and VAT reconciliation and recovery
- Managing the annual audit with a leading global Chartered Accountancy firm
- Developing and maintaining proper controls, policies, and procedures in relation to office accounts and administration
- Assisting with preparation of annual budget and monitoring financial performance against budget
- Support management in various projects (legal, financial, IT, HR and Management Reporting System)
- Perform financial procedures relating to the commercial administration

The successful candidate will have the following **qualifications**:

- Qualified chartered accountant (ACCA or CPA) or studying towards final professional qualification
- Undergraduate degree in business, accounting or other relevant discipline
- 5+ years of related experience from public accounting or industry

Further the successful candidate will possess the following **attributes**:

- Good communication skills and excellent oral and written English
- Strong sense of integrity
- Well organised and able to multi-task
- High attention to detail
- IT-literate with solid MS-Office, database & Pastel skills
- Experience on integrated ERP systems on the module General Ledger, AR/AP and SQL skills are a plus
- Team player and ability to work closely with senior management

We can offer a competitive salary and benefits package. A reference check will form part of the procedure.

Interested applicants are asked to submit their CV and cover letter to: [applications@vanreesmw.com](mailto:applications@vanreesmw.com)  
(No telephone calls please). Closing date for applications: 31 May 2017.

*We take this opportunity to thank all applicants for the position, regrettably we will only be able to contact those candidates selected for interview.*

The logo for Van Rees, featuring the words "VAN" and "REES" in a bold, sans-serif font, separated by a vertical line. A stylized green tea leaf is positioned above the "VAN" part of the logo.

VAN REES

More information about the Van Rees Group can be found on [www.vanrees.com](http://www.vanrees.com)