

## JOB DESCRIPTION

<b>Job title:</b>	<b>Country Finance Manager</b>	<b>Location:</b>	<b>N'Djamena , Chad</b>
<b>Department:</b>	<b>Finance</b>	<b>Length of contract:</b>	<b>1 year</b>
<b>Role type:</b>	<b>National</b>	<b>Grade:</b>	<b>10</b>
<b>Travel involved:</b>	<b>Up to 10% travel within Chad</b>	<b>Child safeguarding level:</b>	<b>4 - Moderate Risk Level</b>
<b>Reporting to:</b>	<b>Country Director</b>	<b>Direct reports:</b>	<b>Senior Finance Assistant Finance accountant</b>
<b>Dotted line manager:</b>	<b>Finance Support Manager (West &amp; Central Africa)</b>	<b>Indirect reports:</b>	<b>FieldFinance Assistants</b>

### Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

### Country and project background

Malaria Consortium Chad is one of the country offices in the West and Central Africa Region based in Abuja, Nigeria. Malaria Consortium Chad currently supports the implementation of seasonal malaria chemoprevention (SMC) in 27 health districts in N'Djamena, Chari Baguirmi, Hadjer Lamis and Mayo Kebbi Est, Bar Elgazel and Batha. SMC is delivered as a mass campaign in four monthly cycles during the rainy season. In a future perspective, interventions will range from national level policy support to

direct implementation of control programmes for malaria, nutrition and neglected tropical diseases. The office in N'Djamena is the centre for the programmes in Chad. Malaria Consortium is currently implementing the SMC programme transition in collaboration with PNLP from 2023 to 2025.

### **Job purpose**

The Country Finance Manager (CFM) is responsible for managing the finance function in Chad overseeing donor reporting, budget preparation and all financial and management accounting as well as being the main contact for audits and financial review.

### **Scope of work**

To provide a pro-active, efficient, timely and relevant finance service to the technical and operations departments including project reports at a level of detail necessary to manage budgets effectively, ensuring proper books of account are maintained in compliance with local law and Malaria Consortium financial management policies and procedures and timely management and financial accounting reports are provided to regional and head office staff as laid down in the reporting timetable and to be part of the Senior Management Team of the country team.

### **Key working relationships**

The CFM will manage the Chad Finance team reporting to the Country Director but will interact with the Finance Support Manager for West & Central Africa (FSM) and Finance Support Manager (SMC) to meet the global reporting needs of Malaria Consortium. The CFM is expected to be an integral part of the senior management team in country and work closely with the management, technical and operations team in country.

### **Key accountabilities**

#### **Financial Management (40%)**

- Review the annual budget and forecasts developed by designated project leads and ensure timely submission to and approval by the Country Director.
- Coordinate with the Country Director on oversight of the country budget management, including monitoring expenditure against the approved budgets
- Ensure effective and efficient management of the resources of the country
- Guide effective project start up and closure activities for finances, providing support to Programme Managers and country leadership, as appropriate
- Throughout the project cycle regularly monitor and review financial implementation to ensure contractual compliance and timely reporting
- Together with the Country Director, ensure programme staff take responsibility for and understand project expenditure, financial accountability and planning requirements.
- Make quarterly visits to the field offices, project sites and partners to ensure quality in all aspects of finance management if needed.
- Ensure project financial reports for donor and partners are prepared according to donor requirements; submit reports to the Project Manager for sign off, and to Head Office for review prior to submitting to the donor.

#### **Financial Accounting (25%)**

- Ensure monthly transactions are entered in the General Ledger accurately and on a timely basis
- Act as a cheque signatory taking primary responsibility for checking the validity and account coding of payments

- Approve advances for field activity and staff travel, ensuring proper process for disbursement of funds, correct documentation and the settlement of advances in a timely manner.
- Maintaining the integrity of the balance sheet by checking and validating:
  - a) monthly bank reconciliations, following up outstanding items
  - b) purchase ledger reconciliations
  - c) staff advances and other debtors
  - d) sundry creditors and all other creditors
  - e) check the fixed assets register is up to date monthly
- Submit the monthly checklist to the Country Director and Finance Support Manager in line with Malaria Consortium reporting checklist and timetable.
- Approve the monthly payroll, ensuring direct transfer to staff salary accounts and remitting the payroll deductions to the correct government authorities.
- Keep appropriate filing system and supporting document by transaction to meet good financial record keeping standards
- Work jointly with the Finance Support Manager to improve financial systems in the country office, recommending change as part of the global improvement to provide timely and appropriate financial information to budget holders and donors.

#### **Management Accounting (20%)**

- Ensure monthly management accounts are reviewed and variances are acted on by budget holders; report to the Country Director, on the variances and the corrective action that will be taken.
- Prepare rolling forecast and monthly cash flow projections for the country office for submission to the Head Office.
- Oversee the tracking of financial management against work plans and budget
- Update the Country Director on the financial status of projects, identifying areas of concern, recommending corrective measures in areas of underperformance, as appropriate and provide support for agreed actions implementation
- Monitor timeliness and quality of donor financial reporting and internal reporting of designated projects
- Work with the country programme staff on new business development proposals, including the collation of cost information and preparation of budgets in line with detailed activity work plans.

#### **Legal, security and Risk Management (10%)**

- Coordinate with the auditors to complete required statutory audits;
- Manage all in-country project audits and facilitate any required global audits, both external and internal.
- Conduct spot checks in main and field offices to ensure internal controls are working
- Draft and review project and financial contract details (ToR, deliverables, reporting, time frame etc.) and take part in financial negotiations on behalf of Malaria Consortium as appropriate
- Ensure, in conjunction with the Country Director and Chief Finance Officer, compliance with all local legal requirements, including tax, pensions and insurance.
- Identify and assess risks facing the country programme and develop mitigation strategies along with the Country Director, participating in the Country Management Team update of the risk register
- Support the Country Director to complete any recommendations from audits or other reviews as captured on the organisation's action tracker.

#### **Additional Responsibilities (5%)**

- Represent and promote Malaria Consortium as a quality partner and specialised technical agency at every opportunity.

- Ensure Child Safeguarding Policy, other related policies are implemented.
- Perform other duties as required by the Country Director or his delegate.

## **Person specification**

### **Qualifications and experience:**

#### ***Essential:***

- Qualified ACA, ACCA or CIMA Accountant
- Extensive experience in a finance team, with at least two years in a managerial position
- Experience in training finance and non-finance staff and building staff capacity
- Working knowledge of accounting software

#### ***Desirable:***

- Knowledge of NGO donors and their financial reporting requirements particularly donors such as the US Government, DFID and the Global Fund to Fight AIDS, Tuberculosis and Malaria.

### **Work-based skills:**

#### ***Essential:***

- Excellent computer skills with high proficiency in Microsoft Excel
- Good analytical and reporting skills
- Excellent interpersonal and communication skills
- Strong ability to be able to manage and prioritise multiple tasks
- Experience in training and developing finance staff
- Fluent in English and French, both written and verbal communication skills

<b>Core competencies:</b>
<b>Delivering results</b>
<p><b>LEVEL C - Supports others to achieve results</b></p> <ul style="list-style-type: none"> <li>✓ Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets.</li> <li>✓ Supports others to plan and deliver results</li> <li>✓ Supports others to manage and cope with setbacks</li> </ul>
<b>Analysis and use of information</b>
<p><b>LEVEL C - Works confidently with complex data to support work</b></p> <ul style="list-style-type: none"> <li>✓ Interprets complex written information</li> <li>✓ Works confidently with data before making decisions: for example; interpreting trends, issues and risks</li> <li>✓ Acquainted with the validity, relevance and limitations of different sources of evidence</li> </ul>
<b>Interpersonal and communications</b>
<p><b>LEVEL C - Adapts communications effectively</b></p> <ul style="list-style-type: none"> <li>✓ Tailors communication (content, style and medium) to diverse audiences</li> <li>✓ Communicates equally effectively at all organizational levels</li> <li>✓ Understands other's underlying needs, concerns and motivations and communicates effectively in sensitive situations</li> <li>✓ Resolves intra-team and inter-team conflicts effectively</li> </ul>
<b>Collaboration and partnering</b>
<p><b>LEVEL B - Collaborates effectively across teams</b></p> <ul style="list-style-type: none"> <li>✓ Proactive in providing and seeking support from expert colleagues</li> <li>✓ Raises difficult issues with teams/ partners and stakeholders with a view to positive resolution</li> <li>✓ Proactive in building a rapport with a diverse range of people</li> </ul>
<b>Leading and motivating people</b>
<p><b>LEVEL C - Effectively leads and motivates others or direct reports.</b></p> <ul style="list-style-type: none"> <li>✓ Gives regular, timely and appropriate feedback,</li> <li>✓ Acknowledges good performance and deals with issues concerning poor performance</li> <li>✓ Carries out staff assessment and development activities conscientiously and effectively</li> <li>✓ Develops the skills and competences of others through the development and application of skills</li> <li>✓ Coaches and supports team members when they have difficulties</li> </ul>
<b>Flexibility/ adaptability</b>
<p><b>LEVEL C - Supports others to cope with pressure</b></p> <ul style="list-style-type: none"> <li>✓ Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same</li> <li>✓ Adapts team approach, goals, and methods to achieve solutions and results in dynamic situations</li> <li>✓ Sets realistic deadlines and goals for self or team</li> </ul>
<b>Living the values</b>
<p><b>LEVEL B - Promotes Malaria Consortium values amongst peers</b></p> <ul style="list-style-type: none"> <li>✓ Shows a readiness to promote Malaria Consortium's values amongst peers</li> <li>✓ Promotes ethical and professional behaviour in line with Malaria Consortium's values</li> </ul>
<b>Strategic planning and thinking and sector awareness</b>
<p><b>LEVEL C- Keeps up to date with the internal and external environment</b></p> <ul style="list-style-type: none"> <li>✓ Takes into account economic, political and other business factors when drawing up medium and long-term plans, covering both public and private sectors</li> <li>✓ Looks beyond the immediate operations to prospects for new business</li> <li>✓ Engages with appropriate internal and external sources to establish major influences on future plans</li> </ul>