

JOB DESCRIPTION

Job title:	Finance Assistant SMC	Location:	Togo
Department:	Finance	Length of contract:	1 year
Role type:	National	Grade:	5
Travel involved:	15%	Safeguarding risk level:	4 - Low Risk
Reporting to:	Country Finance Manager	Direct reports:	n/a

Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the prevention, control and treatment of malaria and other communicable diseases among vulnerable populations.

Our mission is to improve lives in Africa and Asia through sustainable, evidence-based programmes that combat targeted diseases and promote child and maternal health.

We will accomplish this together with partners and all levels of government, by:

- Designing and implementing cutting edge research, surveillance and monitoring and evaluation;
- Selectively scaling up and delivering sustainable evidence-based health programmes;
- Providing technical assistance and consulting services that shape and strengthen national and international health policies, strategies and systems and build local capacity;
- Seeking to ensure that our experience, thought leadership, practical findings and research results are effectively communicated and contribute to the coordinated improvement of access to and quality of healthcare.

Our areas of expertise include:

- Disease prevention, diagnosis and treatment
- Disease control and elimination
- Health systems strengthening
- Research, monitoring and evaluation leading to best practice
- Behaviour change communication
- National and international advocacy, and policy development

Country and project background

Country and project background

To prevent malaria in those most vulnerable to the disease's effects in areas where malaria transmission is seasonal, the World Health Organization (WHO) recommends seasonal malaria chemoprevention (SMC). SMC is the intermittent administration of monthly courses of sulfadoxine-pyrimethamine (SP) and amodiaquine (AQ), or SPAQ, to children between 3 and 59 months during the rainy season. Malaria Consortium has been a leading implementer of SMC since the WHO issued its recommendation to scale up the intervention in 2012. Currently, Malaria Consortium supports at-

scale implementation of SMC in Burkina Faso, Chad, Nigeria and Togo, mainly using philanthropic funding received as a result of being awarded Top Charity status by GiveWell. In Togo, Malaria Consortium started supporting the Programme National de Lutte contre le Paludisme (PNLP) in 2020. We aim to work with government and partners to ensure high-quality delivery of SMC to over 500,000 children in Centrale, Kana and Savanes regions.

To assess our performance and to support decision-making, we routinely track the quality of programme delivery, coverage, efficacy, safety, drug resistance, impact and cost. Specifically, this involves collecting and analysing administrative data, conducting household surveys and scrutinising stock consumption data. In addition, Malaria Consortium conducts research on selected SMC-related topics to maximise efficiency, drive innovation and demonstrate impact.

Job purpose

The Finance Assistant will support all financial aspects of SMC implementation in Togo province, ensuring transparency and accountability of financial transactions.

Scope of role

The role will be responsible for processing payments, as well as reviewing and validating any supporting documentation, ensuring compliance with Malaria Consortium's policies and processes. It will also involve finance-related monitoring and reporting for the Malaria Consortium Togo office.

Key working relationships

The Finance Assistant will work closely with the Country Finance Manager based in Togo. The post holder will also interact with the Country Director and the SMC Finance Support Manager based in London, UK.

Key accountabilities (percent of time spent on each area)

1. Reviewing and processing payments (60%):

- To ensure segregation of duties all financial documents in excess of the ASL limit of \$500 to be reviewed by the CFM or Financial Accountant as per ASL. All documents to have finance oversight by staff other than the Finance Assistant. All documents and supporting paperwork to be scanned and saved on shared drive.
- Carry out finance check as per MC Finance Management policies and procedure, ensuring that requests are reviewed, approved and signed by appropriate Malaria Consortium personnel as per the authorised signatory list; Receive and review invoices from all suppliers, such as for vehicle hire, procurement of SMC commodities, travel service providers and prepare payments when approved in accordance with MC relevant standard policies and procedures.
- Receive and review requests for payments to SMC implementers (community distributors, supervisors, health facility staff)
- Receive and review requests for payments to SMC training or meeting participants; advance requests and completed expense claims to be signed off by another finance staff. All payments with the exception of petty cash are made by way of bank transfer that is authorised by another finance staff.
- Receive and review requests for payments of per diems and advances to district- or Togo-based Malaria Consortium staff and consultants commissioned by Malaria Consortium
- Ensure supporting documentation for payment requests is complete, accurate, and conforms to Malaria Consortium's policies and procedures, as well as the organisation's standards with regard to transparency and accountability
- Raise any concerns about timeliness, completeness or validity of supporting documentation received with appropriate Malaria Consortium staff

- Post all payments onto the purchase ledger, ensuring the accuracy of budget codes and completeness of supporting documentation
- Prepare all payments (cash, cheque or bank transfer) and obtain approval from authorised personnel
- Ensure advances are settled in a timely manner in line with Malaria Consortium's policies
- Post payments onto Malaria Consortium's financial management platform (PS Financials) in a timely manner, ensuring the accuracy of budget codes and narrative description
- Archive financial records and ensure accessibility by the finance team and auditors
- In collaboration with the District Officers, monitor stock-levels of finance-related SMC forms (e.g. attendance sheets, payment sheets) and ensure timely production and distribution of the forms to avoid stock-outs during the SMC campaign
- Any other tasks that may be required in line with your role

2. Monitoring and reporting (40%)

- Calculate and request monthly cash needs of the Togo office, including the district-based District Officer
- Maintain the petty cash system and records for the Togo office, including a monthly petty cash count and reconciliation; Logs manager or Programme manager to do monthly cash count and rec to be signed off by Fin Accountant and reviewed by the CFM.
- Prepare monthly reports to the Country Finance Manager and SMC Finance Support Manager as per agreed deadlines:
 - Bank reconciliation statement including copy of bank statement
 - Outstanding advances and other ledger balances
 - Fixed asset register update and spot check reports
 - Petty cash count certificate and reconciliations
 - End-of-month checklist
 - Maintain Cheque books on safe
- Support the Country Finance Manager in preparing regular internal budget reforecasts
- Support the Country Finance Manager in preparing an annual financial report and any other finance-related requests by the Country Director.
- Any other tasks that may be required in line with your role

Person specification

Qualifications and experience:

Essential:

- Bachelor's Degree in Accounting or Finance similar relevant qualification
- Experience of at least 1 year working in a similar finance/accounting position
- Working knowledge of accounting software

Desirable:

- Knowledge of the NGO and/or public health sector
- Experience of working in a field office as the lead finance person
- Member of a relevant professional body
- Working knowledge of PS Financial

Work-based skills:

Essential:

- Excellent interpersonal and communication skills

- Attention to detail
- Good analytical skills
- Computer literate with high proficiency in Microsoft Excel

Desirable:

- Ability to speak and understand English

Core competencies:
Delivering results
LEVEL A - Focuses on delivering contribution to Malaria Consortium and achieving own objectives <ul style="list-style-type: none"> ✓ Puts in effort required to ensure the delivery of own work and objectives to meet (and exceed) expectations ✓ Strong self-management of time and effort ✓ Checks own work to ensure quality
Analysis and use of information
LEVEL A - Gathers information and identifies problems effectively <ul style="list-style-type: none"> ✓ Interprets basic written information ✓ Attentive to detail ✓ Follows guidelines to identify issues ✓ Recognises problems within their remit ✓ Uses appropriate methods for gathering and summarising data
Interpersonal and communications
Level B - Fosters two-way communication <ul style="list-style-type: none"> ✓ Recalls others' main points and takes them into account in own communication ✓ Checks own understanding of others' communication by asking questions ✓ Maintains constructive, open and consistent communication with others ✓ Resolves minor misunderstandings and conflicts effectively
Collaboration and partnering
LEVEL A - Is a good and effective team player <ul style="list-style-type: none"> ✓ Is a good and effective team player ✓ Knows who their customers are and their requirements. ✓ Respects and listens to different views/opinions ✓ Actively collaborates across teams to achieve objectives and develop own thinking ✓ Proactive in providing and seeking support from team members
Leading and motivating people
LEVEL A - Open to learning, and responds positively to feedback <ul style="list-style-type: none"> ✓ Willingness to manage own development and performance ✓ Builds capacity of colleagues by sharing knowledge (induction) and acting as induction 'buddy' when asked ✓ Open to learning new things ✓ Responds positively to feedback from others. ✓ Identifies mistakes and takes positive steps to improve
Flexibility/ adaptability
LEVEL B - Remains professional under external pressure <ul style="list-style-type: none"> ✓ Able to adapt to changing situations effortlessly ✓ Remains constructive and positive under stress and able to tolerate difficult situations and environments ✓ Plans, prioritises and performs tasks well under pressure ✓ Learns from own successes / mistakes
Living the values
LEVEL B - Promotes Malaria Consortium values amongst peers <ul style="list-style-type: none"> ✓ Shows a readiness to promote Malaria Consortium's values amongst peers ✓ Promotes ethical and professional behaviour in line with Malaria Consortium's values
Strategic planning and thinking and sector awareness
LEVEL A - Manages own workload effectively <ul style="list-style-type: none"> ✓ Plans and manages own workload effectively ✓ Is familiar with Malaria Consortium's mission and current strategic plan. ✓ Understands own contribution to Malaria Consortium's objectives