

JOB DESCRIPTION

Job Title: Country Finance Manager

Department: Finance

Reports To: Country Director

Direct Reports: 3: Financial Accountant, Management Account, Roving Finance Officer

Indirect Reports: 2

Organisational Background:

Malaria Consortium is one of the world's leading non-profit organisations dedicated to the comprehensive control of malaria and other communicable diseases in Africa and Southeast Asia. Malaria Consortium works with communities, government and non-government agencies, academic institutions, and local and international organisations, to ensure good evidence supports delivery of effective services, providing technical support for monitoring and evaluation of programmes and activities for evidence-based decision-making and strategic planning. The organisation works to improve not only the health of the individual, but also the capacity of national health systems, which helps relieve poverty and support improved economic prosperity.

Country and Project Background:

In addition to our malaria control work our five core programmes in South Sudan are; the provision of community level treatment for childhood diseases for diarrhoea, pneumonia and malaria through integrated Community Case Management (iCCM); nutrition for under fives including emergency nutrition and SMART surveys; Health Systems Strengthening including HMIS and IECHC training at County Health Department level; LLIN continuous distribution pilot study and the recently concluded operational research and support for mass drug administration on Neglected Tropical Diseases. We also work with the MoH on policy and guideline development.

We have an office in Juba and a large sub office in Aweil, Northern Bar el Ghazel. Additional project offices closed earlier this year in Upper Nile and Unity States. We have additional programs in Central Equatoria that are run out from the Juba office with frequent travel to Yei. Currently the South Sudan office runs nine grants with approximately 100 staff and has a projected income of £2m for the 2011/12 financial year.

Job Purpose:

The role of the CFM SS is to provide a pro-active, efficient, timely and relevant finance service to the technical and operations departments. This includes 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 MC Finance 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 Accountabilities

Financial Accounting

- 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
- Approve the monthly payroll, ensuring direct transfer to staff salary accounts and remitting the payroll deductions to the correct government authorities;
- Work with the Regional Finance Manager to improve financial systems in the Country office, recommending change as part of the global MC improvement to provide timely and appropriate financial information to MC's Budget Holders and donors.
- Submit the monthly report to the regional office in line with Malaria Consortium monthly reporting checklist and timetable.

Management Accounting

- Ensure project financial reports for donor and partners are prepared according to donor requirements; submit reports to the regional office for review prior to submitting to the donor.
- Ensure monthly management accounts are reviewed and variances are acted on by budget holders; report to the CFO on the variances and the corrective action that will be taken.
- Ensure in country monthly donor grant variance reports are prepared and reviewed on a monthly basis and any correction are posted in a timely and accurate manner
- Prepare annual budgets and monthly cash flow projections for the country office
- Make regular visits to the field offices, project sites and partners to ensure quality in all aspects of finance management

Legal, security and Risk Management

- Coordinate with the auditors to complete required statutory audits;
- Conduct spot checks in the Juba and field offices to ensure internal control are working
- Regularly review all legal contracts to ensure MC's financial commitments are met
- Ensure, in conjunction with Country Director and Regional Finance Manager, compliance with all local legal requirements, including tax, pensions and insurance
- Identify and assess risks facing the MC SS programme and develop mitigation strategies along with the Country Director

Human Resources

- Set the objectives for Finance staff in coordination with the Country Director and carry out performance appraisals at regular intervals and at least annually.
- Actively support and motivate the local finance and technical teams
- Agree with the Regional Finance Manager on adequate capacity and human resource in the SS Finance and admin team
- Ensure that time sheets are completed by all staff on a monthly basis
- Coordinate the absence of finance staff to ensure all gaps are covered and handovers completed prior to any leave

Please note: As a member of the Senior Management Team play an active role in ensuring that security guidelines are implemented and followed up.

Key Accountabilities:

PERSON SPECIFICATION

Qualifications and Experience:

Essential:

- Qualified accountant in recognised global body e.g. ACA, ACCA, CIMA
- Knowledge of the South Sudan operational context
- Knowledge of NGO donors and their financial reporting requirements
- Extensive experience in accountancy and managerial experience
- Experience managing NGO grants from multiple donors;
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Desirable:

- Detailed knowledge and experience of USAID rule and regulations

Work Based Skills and Competencies:

Essential:

- Excellent leadership and interpersonal and communication skills
- Working knowledge of accounting software
- Excellent computer skills with high proficiency in Microsoft excel and word
- Good analytical and reporting skills
- High level of English, both written and spoken
- Willingness to travel to field offices within the South Sudan
- Ability to prioritise multiple tasks
- Good attention to detail
- Ability to work independently

Desirable:

- Positive attitude
- Energetic and interested
- Strong ability to be able to manage and prioritise multiple tasks
- Working knowledge of accounting software
- Good attention to details

OTHER KEY INFORMATION

Length of contract	24 months
Location	Juba
Travel involved	Yes, to field sites across South Sudan for trainings, workshops and supervisory visits.
Other	An independent en suite accommodation is provided in Juba within the MC Guest House compound. House is in walking distance from office.