



JOB DESCRIPTION

Job Title: Finance Manager (Management Accountant)
Department: Finance
Reports to: R10 Programme Manager. Technical oversight from Regional Finance and Operations Manager

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:

Malaria Consortium is a key partner of the national malaria programme in Thailand, working with the Department of Disease Control (DDC) and the Bureau of Vector Borne-Diseases (BVBD) in the monitoring and evaluation (M&E) of malaria activities in the country. Malaria Consortium is a sub-recipient (SR) of the Global Fund to fight AIDS, Tuberculosis and Malaria (GFATM) Round 10 (R10) grant: "Containment of Artemisinin Resistance and Moving Towards the Elimination of *Plasmodium falciparum* in Thailand." As an SR, Malaria Consortium will work closely with DDC (the Principal Recipient, or PR) and BVBD to provide technical assistance and capacity development to the national programme and identified implementing partners of the GFATM R10 grant.

Job Purpose:

The Finance Manager will be responsible for Finance and Administration of the GFATM R10 grant including the Chiang Mai office. He/she will maintain all books of accounts, operate day-to-day financial systems of the organisation in accordance with the Malaria Consortium Finance Procedures and GFATM procedures and guidelines, while maintaining financial reporting timely and accurately.

Key Accountabilities:

1. Financial Administration

- Handle day to day operations, full set of accounting bookkeeping such as petty cash, payment, advance and procurement transactions.
- Review and check the fixed assets register, including undertaking physical and spot checks.
- Maintain all electronic and paper files, reports and documents and ensure that fillies up to date.
- File and track submission of all programmatic and financial reports.

2. Payroll

- Process payroll monthly, printing and filing necessary reports and ensure compliance with national taxation regulations.
- Allocate code and post payroll information to PSF.
- Reconcile payroll and all outstanding staff payments are paid accuracy and timely.

3. PS Financial System

- Check the correctness of coding, completeness of financial documents and review the batches of invoices and payments prior to posting to the accounting system.
- Review all outstanding advances and ensure chased and cleared.
- Prepare all reconciliations of the financial report, Petty cash, Bank, Advance, Debit and Credit transactions every month.
- Make adjustments as necessary using a JV and keep in the files.

4. Reporting

- Prepare and submit monthly, quarterly and yearly financial reports to the regional office in line with Malaria Consortium monthly reporting checklist and timetable.
- Prepare and submit financial reports to the donors in coordination with technical reports in line with GFATM procedures and guidelines timely and accurately. Submit all reports to the regional office for review prior to submitting to the donor.
- Ensure monthly management account reports are reviewed and variances are acted on by the Programme Manager: report to the Regional Finance and Operations Manager on the variances and the corrective action that will be taken.
- Assist the Programme Manager in preparing and controlling budget against the approved budget, work plan and performance framework.
- Prepare and update cash flow projections for Chiang Mai office.
- Provide financial information to the Programme Manager and the whole team, including advices, as for decision making.

5. Compliance and Internal Controls

- Ensure that proper internal controls for the financial operation of the project are in place.
- Review all legal contracts in the country to ensure MC and donor's financial commitments and on-going compliance.
- Conduct spot checks, regular and ad-hoc, in the Chiang Mai Office to test the internal controls.
- Work with the Regional Finance Manager and the Programme Manager to ensure compliance with all local statutory law.
- Identify, assess and develop risk mitigation control procedures and implement the same in close collaboration with the Regional Finance and Operations Manager.
- Monitor and supervise GFATM R10 procurement activities and ensure they are in accordance with MC and donor procurement policies and practices.

6. Others

- Represent the organisation by attending meetings related to GF's financial management issues.
- Assist the team in seeking solutions on financial matters (if any) by consulting the Project Manager, Regional office and the GFATM.
- Liaise with the internal and external auditor, bank, suppliers, Revenue Department, Social security office and others.
- Provide assistance with requests from headquarters in UK and Regional office in Bangkok.
- Any other duties as assigned by Country Director, Programme Manager, and Regional Finance and Operations Manager

PERSON SPECIFICATION

Qualifications and Experience:

Essential:

- Bachelor's degree in accounting and MBA/Master degree is a plus.
- Minimum of five years experience in overall functions of finance and accounting especially closing account with analysis and budget/forecast preparation, with at least two years in a managerial level in accounting/finance.

Desirable:

- Knowledge of non-governmental organisation financial reporting requirements to donors (Global Fund is considered an advantage).
- Working knowledge of accounting software.

Work Based Skills and Competencies:**Essential:**

- Native speaker of Thai. Fluent in English, both written and verbal communication skills.
- Strong ability to prioritize multiple tasks and timely responsiveness.
- Ability to work well in a cross-cultural environment.
- Computer literate with strong Microsoft Excel skills.
- Attention to detail and accuracy in work.
- Good interpersonal and communication skills.
- Good attitude, flexible, active, well-organised and service-mind.

OTHER KEY INFORMATION

Length of contract: One year with possibility of renewal.

Location: Chiang Mai