



Job Description

Job Title:	Regional Finance Officer/ Mozambique Country Finance Manager
Department:	Finance/ Management
Reports to:	Regional Finance Manager for regional role Mozambique Country Director for Specific Mozambique role
Direct Reports:	MZ Financial Accountant, MZ Field Supervisor, MZ Maputo Accounts Officer
Regional support to:	ZM Finance and Admin Officer

Organisational Background:

Malaria Consortium is the world's leading not-for-profit organisation 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.

Job purpose¹:

Regional Finance Officer – Southern Africa (RFO SA)

The role of the Regional Finance Officer is to assist the Regional Finance Manager (RFM) in providing support to the country finance teams in the SA region to help them achieve their objectives of timely and accurate reporting and sound financial management of Malaria Consortium's portfolio of programmes in each country.

Country Finance Manager – Mozambique (CFM MZ)

The role of the CFM MZ 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 roles and responsibilities

Regional Finance Officer – Southern Africa (RFO SA)

Financial Management and Reporting

- Support the Country offices in the SA region to prepare the annual budget and revised forecasts on an accurate and timely basis,

¹ The RFO SA and CFM MZ is a combined role due to the current size of the SA Region
Last updated 04/06/2012

- Assist the RFM to prepare any regional budgets and forecasts as required, including the mapping of phasing of the multi-country programmes
- Assist the RFM with the review all financial donor reports in the SA region and in ensuring submissions to donors are completed on a timely and accurately basis.

Financial Monitoring – Country Programmes

- Undertake visits to the SA Countries to help ensure quality is maintained in all aspects of financial management.
- Assist the RFM in reviewing the monthly checklists, with reconciliations prepared by each SA country office
- Assist the RFM in coordination on the internal audit of local SA offices.
- Provide a gap fill service for the financial management in country programmes as required due to staff absence from leave or resignation.

Financial Systems Development

- Work with the RFM to improve financial systems in the region and assist in introducing change where requested as part of the global improvement to provide timely and appropriate financial information to MC's senior management team, project managers and budget holders

Strategic Input

- Provide input into the strategic objectives of the finance team and how it can achieve its plans.

Legal, security and risk management

- Assist the RFM to conduct spot checks, regular and ad-hoc, in the local SA country offices to test the financial controls.

Country Finance Manager – Mozambique (CFM MZ)

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.

Last updated 04/06/2012

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 Maputo 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 Mozambique programme and develop mitigation strategies along with the Country Director & Africa Operations Manager

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 Mozambique 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

Person Specification**Qualifications and Experience:****Essential:**

- Qualified accountant in recognised global body e.g. ACA, ACCA, CIMA
- Knowledge of the Mozambique and Southern Africa operational context
- Knowledge of NGO donors and their financial reporting requirements
- Minimum of 3- 5 years accountancy and managerial experience

Desirable:

- Working knowledge of Portuguese

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 countries within the region
- Ability to prioritise multiple tasks
- Good attention to detail
- Ability to work independently

Other Key Information

Length of Contract: Indefinite

Location: This position will be based in the Malaria Consortium Regional and Mozambique Country Programme Office in Maputo

Travel involved: Travel will be required to support the countries in the region