

## JOB DESCRIPTION

<b>Job title:</b>	<b>Accountant</b>	<b>Location:</b>	<b>Abuja</b>
<b>Department:</b>	<b>Finance</b>	<b>Length of contract:</b>	<b>Indefinite</b>
<b>Role type:</b>	<b>National</b>	<b>Grade:</b>	<b>8</b>
<b>Travel involved:</b>	<b>20%</b>	<b>Child safeguarding level:</b>	<b>4</b>
<b>Reporting to:</b>	<b>Line manager: Country Finance Manager</b>	<b>Direct reports:</b>	<b>Country Office Account Officers</b>
	<b>Dotted line manager:</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 has been working in Nigeria since 2008. Working in partnership with the Ministry of Health and other partners (both international and national), we lead and support major malaria control initiatives in the country, providing technical support for malaria control; capacity building and training of health workers; health systems strengthening; behaviour change communications and community outreach and operational research, policy and advocacy. We use

malaria as the entry point to supporting our stakeholders in reducing the burden of other infectious diseases like neglected tropical illnesses and other issues impacting on child and maternal health.

We are currently working at all levels in the country, national, state, local and community with operational offices at the national and state levels. This position will support country office operations in line with Malaria Consortium global policy and in compliance with country legislation.

### **Job purpose**

To maintain and control the completeness and accuracy of the financial system for the Nigeria office, and provide a full accounting service to all projects in reporting all transactions to the Nigeria Head office accurately on a timely basis.

### **Scope of work**

The Accountant is responsible for overseeing the internal control and compliance functions of MC Nigeria programme portfolio; including audit, financial review and compliance.

### **Key working relationships**

The Accountant will support and report to the Country Finance Manager but will interact with the Senior Finance Support Manager to ensure internal control system is adequate. The Accountant will work closely with management, technical and operations team in country.

Members of the finance team in the country office, including the Accountant are five in number but the Accountant will work closely with other finance staff in all programmes in MC Nigeria portfolio, which are four in number.

### **Key accountabilities**

#### **1. Financial Administration (5%)**

- Act as the first point of contact for projects and programmes payment queries
- Assist the Country Finance Manager with queries relating to all projects report
- Manage and oversee the entry of all Nigeria Naira payments and receipts into the GL for MC Nigeria programme portfolio

#### **2. PS Financial System (10%)**

- 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 with the Abuja and filed offices Accounts Officers (as applicable) and ensure they are chased and cleared on the accounting system
- Make sure that all collections are made using MC receipt voucher and deposited to the appropriate MC account on time
- Make adjustments as necessary using a Journal Voucher (JV) and keep the JV form sequentially in file, after approval by the CFM.

### **3. Reporting (25%)**

- Internal reporting:
  - Prepare monthly reports to the CFM to a set monthly finance timetable which comprises the following:
    - Bank reconciliation statements including copy of bank statement
    - Aged list of outstanding Advances and Other ledger balances
    - Fixed asset register update and Spot Check reports
    - Authorised Petty Cash Count Certificate and reconciliations
    - Monthly timesheet update
- External reporting: Donor Reports
  - Prepare donor financial reports in conjunction with project managers on a timely basis and with the frequency required by the donor
  - Respond and take corrective action to any review comments from both the project managers and the Finance Support Manager (HQ) on the donor reports
  - Assist project managers in the revision and realignment of their donor budgets.

### **4. Management Accounting (25%)**

- Issue monthly project management accounts to project managers and meet with each monthly to discuss the results, amend mis-posting and other errors.
- Prepare a country variance report of the major variances of each project and share with the country SMT, so that they can review and approved the agreed actions for improving financial performance.
- Assist project managers to plan future expenditure and cash needs and to take remedial action where there are overspends
- Work with the project managers on supporting the internal forecasting process that take place every four months to produce a financial plan linked to their work plan.
- Prepare all mapped and phased budgets from the financial plans for inclusion in the internal forecast.
- Analyse project expenditure to ensure value-for-money.
- Maintain a database of costing to enable cross-project comparisons to be made and to assist and speed up the preparation of new project budgets by technical staff.

### **5. Field Offices (10%)**

- Arrange for timely fund transfers to the field offices and ensure proper accounting of transfers
- Review transactions and monthly returns of the field offices for error and accuracy
- Check correct procedures are followed for all transactions
- Support the field offices to close the books of accounts on monthly basis according to the finance timetable
- Support in the preparation and review of bank reconciliations for the field offices
- Carry out regular visits to all field offices to ensure quality in all aspects of finance management and support finance staff

- Conduct orientation of new finance staff at all levels in the field offices
- Act as conduit between field offices and Country Office in Abuja on issues resolution
- Provide training and build capacity of the project team based in the field offices, in order to continuously improve the finance systems

#### **6. Human Resources (5%)**

- Manage all Account Officers in the country office
- Work with the account officers to set personal objectives for continuous development and performance expectations in coordination with the CFM and carry out performance review at regular intervals and at an annual review including the setting of objectives for the year
- Manage and provide active support, capacity building, motivation and leadership to the Account Officers
- Approve timesheet for Account Officers and delivery to the CFM on time
- Manage the Account Officers to coordinate staff absences in covering all gaps and handovers prior to any leave

#### **7. Finance Support to Additional Assigned Programme Activities (5%)**

- In consultation with the Country Finance Manager, take the lead in planning, implementing and review the finance aspect of the additional assigned programme activities
- Assess and mitigate any financial risk to MC in carrying out these programme activities
- Ensure all individual involved in these additional assigned programme activities are abreast and comply with finance, procurement and other relevant procedures of MC
- Ensure all advances are fully retired, budget / expenditure analysis prepared for all the additional assigned programme activities

#### **8. Compliance and Internal Control (15%)**

- Conduct periodic internal Control review and compliance visit to the field offices to ensure all procedures are adhered to
- Identify compliance and internal control weaknesses and make recommendation on the way to correct lapses and forestall reoccurrence
- Produce monthly review report and field visit report including monthly trackers on all internal control and related issues and follow up for prompt resolution.

### **Person specification**

#### **Qualifications and experience:**

##### *Essential*

- Qualified ICAN, ACA, ACCA or CIMA Accountant

#### **Work-based skills and competencies:**

## Essential

- Excellent interpersonal and communication skills
- Knowledge of NGO donors and their financial reporting requirements
- Excellent computer skills with high proficiency in Microsoft excel
- Working knowledge of accounting software
- Good analytical and reporting skills
- Strong ability to be able to manage and prioritise multiple tasks

<b>Core competencies:</b>
<b>Delivering results</b>
<b>LEVEL C - Supports others to achieve results</b> <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>
<b>LEVEL B - Uses evidence to support work</b> <ul style="list-style-type: none"><li>✓ Identifies and uses various sources of evidence and feedback to support outputs</li><li>✓ Uses evidence to evaluate policies, projects and programmes</li><li>✓ Identifies links between events and information identifying trends, issues and risks</li><li>✓ Ensures systems are in place to address business needs</li></ul>
<b>Interpersonal and communications</b>
<b>LEVEL B - Fosters two-way communication</b> <ul style="list-style-type: none"><li>✓ Recalls others' main points and takes them into account in own communication</li><li>✓ Checks own understanding of others' communication by asking questions</li><li>✓ Maintains constructive, open and consistent communication with others</li><li>✓ Resolves minor misunderstandings and conflicts effectively</li></ul>
<b>Collaboration and partnering</b>
<b>LEVEL B - Collaborates effectively across teams</b> <ul style="list-style-type: none"><li>✓ Actively collaborates across teams/partners and stakeholders to achieve objectives and develop own thinking</li><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>
<b>LEVEL B - Manages own development and seeks opportunities</b> <ul style="list-style-type: none"><li>✓ Manages own development and performance positively</li><li>✓ Learns lessons from successes and failures</li><li>✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise</li></ul>
<b>Flexibility/ adaptability</b>

**LEVEL B - Manages own development and performance positively**

- ✓ 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 C - Supports others to live MC's values**

- ✓ Demonstrates personal integrity by using role position responsibly and fairly
- ✓ Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences

**Strategic planning and thinking and sector awareness****LEVEL A - Manages own workload effectively**

- ✓ 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

**Core competencies:****Delivering results****LEVEL C - Supports others to achieve results:**

- ✓ Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets.
- ✓ Supports others to plan and deliver results
- ✓ Supports others to manage and cope with setbacks

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- ✓ Uses evidence to evaluate policies, projects and programmes.
- ✓ Identifies links between events and information identifying trends, issues and risks
- ✓ Ensures systems are in place to address business needs.

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- ✓ 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 B - Collaborates effectively across teams:**

- ✓ Actively collaborates across teams/partners and stakeholders to achieve objectives and develop own thinking.
- ✓ Proactive in providing and seeking support from expert colleagues.
- ✓ Raises difficult issues with teams/ partners and stakeholders with a view to positive resolution\*
- ✓ Proactive in building a rapport with a diverse range of people

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