

JOB DESCRIPTION

Job title:	Accounts Officer	Location:	Gombe, Kano and Niger
Department:	Finance	Length of contract:	3 years
Role type:	National	Grade:	6
Travel involved:	5%	Child safeguarding level:	TBC
Reporting to:	Zonal Project Manager	Direct reports:	None

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

The Nigeria Country Office in Abuja, started operations in 2008, through the DFID/UKaid funded Support To National Malaria Programme, SuNMaP (2008 – 2016). The office had presence in 23 states of the country and has managed at various times, about 15 programmes and projects. It follows the mandate of the parent organization in Nigeria and has been working specifically in the following areas:

- Malaria control/elimination;
- Integrated community case management (iCCM) for malaria, pneumonia and diarrhoea;
- Nutrition; and

- Neglected tropical diseases (NTDs).

Malaria Consortium has recently become a sub-recipient for the new grant of the Global Fund to Fight AIDS, Tuberculosis and Malaria (GF) under the National Malaria Elimination Programme (NMEP) and Catholic Relief Services as the principal recipients.

The goal of the grant is to contribute towards reducing the malaria burden to pre-elimination levels and bringing malaria-related mortality to zero by 2020 in Nigeria.

This project aims to achieve seven objectives while delivering high quality malaria services in 14 states (MC implementing in 7 of the states – Kano, Kaduna, Jigawa, Niger, Yobe, Gombe and iCCM only in Kebbi and Niger) through improved service delivery mechanisms, demand creation and health system strengthening strategies.

- To ensure at least 80% of targeted population utilizes appropriate preventive measures by 2020
- To test all care-seeking persons with suspected malaria using RDT or microscopy by 2020
- To treat all individuals with confirmed malaria seen in private or public facilities with effective anti-malarial drug by 2020
- To provide adequate information to all Nigerians such that at least 80% of the populace habitually takes appropriate malaria preventive and treatment measures as necessary by 2020
- To ensure the timely availability of appropriate antimalarial medicines and commodities required for prevention and treatment of malaria in Nigeria wherever they are needed by 2018
- At least 80% of health facilities in all LGAs report routinely on malaria by 2020
- To strengthen governance and coordination of all stakeholders for effective program implementation towards an “A” rating by 2018 on a standardized scorecard

Job purpose

The Accounts Officer will provide a cashier function and accounting services of maintaining proper financial records of all transactions in accordance with MC financial procedures to the respective field offices in the zone.

Scope of work

The Accounts Officer will be responsible for timely posting of all Invoices approved and paid, petty cash management and banking, filing of field office monthly financial information inclusive of payment vouchers, bank information, financial correspondence etc. S/he will also ensure orderliness within the finance department.

The Accounts officer will deal with all cash receipts and payments as well as advising the Project Manager, Technical Officer and Financial Accountant on the arising financial matters and sharing area of concern with suggested solution.

Key working relationships

The Accounts officer (AO) will be a staff in the state and will report to the project manager while interacting directly with other staff including operations officer, administrative officer and other technical staff in the field office. S/he will also work with stakeholders, Local government and communities in the state. Indirectly report to the country finance officer.

Key accountabilities (percent of time spent on each area)

1. Finance work (40%):

- Prepare monthly reports to the Project Manager as set on monthly finance timetable which comprises the following:
 - Bank reconciliation statement 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
 - End of Month Checklist
- Making Payments of all meetings, workshop and training participants and consultants.
- Safeguarding the organisation resources by scrutinising all payment requests, TAFs, PRFs by adhering to the MC Manual, Policies and Procedures.
- Advising the Project Manager and Financial Accountant on the arising financial matters and sharing areas of concern with suggested solutions
- Follow up on the stock balance of financial documents (forms, vouchers, receipts etc.) and make a timely order before stock outs occurs

2. Suppliers Invoice (25%):

- Receive all invoices from suppliers & vendors and prepare the Invoice authorisation forms
- Review and post all invoices onto PSF ledger ensuring the accuracy of codes, support documentation, budget availability and necessary approval from the authorised personnel.
- Prepare all payments – cash, cheque, bank transfers and obtain approval from the authorised personnel.
- Post payments onto PSF general ledger ensuring the accuracy of all the required codes.

3. Operations related work (25%):

- Be responsible for issuing travel and activity advances to project managers, consultants and/or any other staff travels, including reconciliation of the same on return.
- In charge of archiving and filling all finance documents and ensuring that they are in safe custody and easily accessible by the finance team
- In -charge of collating timesheets of all field office staff

4. Petty Cash (10%):

- In charge of keeping the Petty cash impress system and records, making requisitions and issues as approved by the authorised personnel. Take collections after issuing proper receipts and make a deposit of all cash collections in a timely, honest and trust worthy manner.
- Count Petty Cash on a minimum of a monthly basis with the Financial Accountant.
- Post all petty cash invoices and vouchers into the General Ledger with accurate codes.

Person specification

Qualifications and experience:

Essential:

- HND or Bachelors in Accounting
- Minimum of 3 years' experience in a finance team, with at least one year in an Accounts Officer position

Desirable:

- Experience in working in INGO an added advantage.
- Member of Accounting Professional body is an added advantage.
- Working knowledge of accounting software
- Good excel and other software skills

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
- Good analytical and reporting skills
- Strong ability to be able to manage and prioritise multiple tasks.
- Willingness to learn at all times.

Desirable:

- Working knowledge of accounting software is an added advantage
- Trustworthiness, Stress tolerance and operational decision making skills is an added advantage.

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 A - Listens and clearly presents information

- Actively listens and pays attention objectively
- Presents information and facts in a logical way
- Shares information willingly and on a timely basis
- Communicates honestly, respectfully and sensitively

Collaboration and partnering

LEVEL A - Is a good and effective team player

- ✓ Knows who their customers are and their requirements
- ✓ Respects and listens to different views/opinions

Leading and motivating people

LEVEL A – Open to learning and responds positively to feedback

- ✓ 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

- ✓ 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

- ✓ 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

- ✓ 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