

JOB DESCRIPTION

Job title:	Country Accountant	Location:	Lomé, Togo
Department:	Finance	Length of contract:	1 year
Role type:	Local	Grade:	9
Travel involved:	Up to 20% travel within Togo	Child safeguarding level:	4-Low Risk
Reporting to:	Country Director	Direct reports:	N/A
Dotted line manager:	Finance Support Manager (West & Central Africa)	Indirect reports:	N/A

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

To prevent malaria in those most vulnerable to the disease's effects in areas where malaria transmission is seasonal, the World Health Organization (WHO) recommends seasonal malaria chemoprevention (SMC). SMC is the intermittent administration of monthly courses of sulfadoxine-pyrimethamine (SP) and amodiaquine (AQ), or SPAQ, to children between 3 and 59 months during the rainy season. Malaria Consortium has been a leading implementer of SMC since the WHO issued its recommendation to scale up the intervention in 2012. Currently, Malaria Consortium supports at-scale implementation of SMC in Burkina Faso, Chad, Nigeria and Togo, mainly using philanthropic funding received as a result of being awarded Top Charity status by GiveWell. In Togo, Malaria Consortium started supporting the Programme National de Lutte contre le Paludisme (PNLP) in 2020.

We aim to work with government and partners to ensure high-quality delivery of SMC to over 500,000 children in Centrale, Kana and Savanes regions.

To assess our performance and to support decision-making, we routinely track the quality of programme delivery, coverage, efficacy, safety, drug resistance, impact and cost. Specifically, this involves collecting and analysing administrative data, conducting household surveys and scrutinising stock consumption data. In addition, Malaria Consortium conducts research on selected SMC-related topics to maximise efficiency, drive innovation and demonstrate impact.

Job purpose

The Country Accountant is responsible for financial and management accounting in the country office in Togo, setting up the finance system, and managing mobile money payments. Provide proactive, efficient and reactive support to technical and operational departments.

Scope of work

To provide a pro-active and timely finance service including 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 Malaria Consortium financial 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.

Key working relationships

The Country Accountant reports to the Country Director but will interact with the Finance Support Manager for SMC Programme (FSM) to meet the global reporting needs of Malaria Consortium. Work in collaboration with logistics and programmes department and liaise with the NMCP finance department as well as health districts and regions.

Key accountabilities

Financial Accounting (50%)

- 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
- Submit the monthly checklist to the Country Director in line with Malaria Consortium reporting checklist and timetable.
- Approve the monthly payroll, ensuring direct transfer to staff salary accounts and remitting the payroll deductions to the correct government authorities.
- Check the correctness of coding, completeness of financial documents and review the batches of invoices and payments prior to posting to the accounting system

Management Accounting (40%)

- Ensure monthly management accounts are reviewed and variances are acted on by budget holders; report to the Country Director, on the variances and the corrective action that will be taken.
- Prepare rolling budget, forecast and cash flow projections for the country office for submission to the Head Office.
- Submit reports to the Country Director and to Head Office for sign off/review prior to submitting to the donor.
- Manage mobile money payments executed as part of programme activities
- Guide effective project start up and closure activities for finances, providing support to country leadership, as appropriate
- Work with the country programme staff on new business development proposals, including the collation of cost information and preparation of budgets in line with detailed activity work plans.

Risk Management (10%)

- Coordinate with the auditors to complete required statutory audits;
- Ensure, in conjunction with the Country Director and Finance Director, compliance with all local legal requirements, including tax, pensions and insurance.
- Identify and assess risks facing the country programme and develop mitigation strategies along with the Country Director, participating in the Country Management Team update of the risk register

Person specification

Qualifications and experience:

Essential:

- Diploma in accounting, management, finance
- Knowledge of NGO donors and their financial reporting requirements
- Minimum of 3- 5 years' accountancy and managerial experience
- Experience managing NGO grants from multiple donors;

Work-based skills:

Essential:

- Excellent computer skills with high proficiency in Microsoft Excel
- Good analytical and reporting skills
- Excellent interpersonal and communication skills
- Fluent in English and French, both written and verbal communication skills

Core competencies:
Delivering results
LEVEL C- Supports others to achieve results <ul style="list-style-type: none"> ✓ 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
Analysis and use of information
LEVEL B - Uses evidence to support work <ul style="list-style-type: none"> ✓ Identifies and uses various sources of evidence and feedback to support outputs ✓ 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 organisation needs
Interpersonal and communications
LEVEL C - Adapts communications effectively <ul style="list-style-type: none"> ✓ Tailors communication (content, style and medium) to diverse audiences ✓ Communicates equally effectively at all organisational levels ✓ Understands others' underlying needs, concerns and motivations and communicates effectively in sensitive situations ✓ Resolves intra-team and inter-team conflicts effectively
Collaboration and partnering
LEVEL B - Collaborates effectively across teams <ul style="list-style-type: none"> ✓ 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
Leading and motivating people
LEVEL B – Manages own development and seeks opportunities <ul style="list-style-type: none"> ✓ Actively manages own development and performance positively ✓ Learns lessons from successes and failures ✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise
Flexibility/ adaptability
LEVEL C - Supports others to cope with pressure <ul style="list-style-type: none"> ✓ Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same ✓ Adapts team approach, goals, and methods to achieve solutions and results in dynamic situations ✓ Sets realistic deadlines and goals for self or team
Living the values
LEVEL C- Supports others to live Malaria Consortium's values <ul style="list-style-type: none"> ✓ Demonstrates personal integrity by using 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 B - Is aware of others' activities and vice versa in planning activities <ul style="list-style-type: none"> ✓ Takes account of team members and others' workloads when planning. ✓ Maintains awareness of impact on other parts of the organisation, keeping abreast of other's activities, objectives, commitments and needs ✓ Has a good understanding of the sector in which Malaria Consortium works