

Job title:	Director of Finance and Administration	Location:	Kampala, Uganda
Department:	Management	Type of contract:	Fixed term
Role type:	Global, accompanied	Grade:	10
Travel involved:	In-country travel (20%)	Child safeguarding level:	4
Reporting to:	Line manager: Chief of Party (CoP)	Direct reports:	Grant Specialist and Grant Manager, Management Accountant, Financial Accountant and Operations Manager
	Dotted line manager:		

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 is leading a consortia of NGOs in the Malaria Action Program for Districts (MAPD), a five-year USAID-funded initiative providing malaria prevention and control services by supporting implementation of the National Malaria Control Program (NMCP)'s vision which states that by 2020, malaria will no longer be the major cause of illness and death in Uganda and families will have universal access to malaria prevention and treatment measures.

Job purpose

The Director of Finance and Administration will be responsible for the operations of the project, including HR, field logistics, procurement, sub-contracts, sub-awards, accounting and financial management. S/he will ensure compliance with all USAID and Malaria Consortium regulations, and that internal controls for the project are in place and enforced, ensuring good value for money on the project.

Scope of work

The post holder will manage project's grants, operations and finance teams, including the Grant Specialist, the Grant Manager, Management Accountant, Financial Accountant and Operations Manager, to be based in Kampala. This role is line managed by the Chief of Party (CoP).

Key working relationships

Internally, the Director of Finance and Administration will be a member of the Senior Management Team (SMT) of the project.

Externally, the Director of Finance and Administration will provide operational support the health management information system (DHIS2) programmer seconded from the project to the National Malaria Control Programme (NMCP).

Key accountabilities (percent of time spent on each area)

1. Financial management (50%)

- Support the Chief of Party with project budget planning and management
- Evaluate the financial impact of management decisions, ensuring that USAID receives value for money and that all financial transactions undertaken are in line with USAID established guidelines
- Manage the sub-award project partners
- Produce routine financial reports for the management team and donor
- Develop annual plans, annual quarterly and monthly progress reports
- Mitigate risk by assuring strong internal controls and minimizing cash handling
- Comply with USAID regulations including IEE and CFR216, MC standard operating procedures and good business practices

2. Programme management and coordination (20%)

- Set up and manage all project financial systems and standard operating procedures, monitor budgets
- Prepare and manage monthly financial statements and forecasts, and maintain rolling cash flow projection, including bills payable
- Provide financial assistance to field finance & administration staff and local partners to strengthen their financial management and internal control systems at both the central and county levels
- Provide Financial guidance to Project Partner finance and administration staff

3. Operational, HR and Logistics Management (15%)

- Line manage all finance, accounting, and administrative staff
- Ensure strong operations to facilitate the implementation of project activities
- Conduct administrative, contractual operations and financial management systems according to USAID established regulations, standard operating procedures and good business practice
- Ensure proper management of project assets
- Ensure smooth operation of technical efforts and field activities by providing accounting, management and logistical support to facilitate the implementation of project activities

4. Strategic Planning and Leadership (5%)

- Report to the Chief of Party and work with him/her to ensure appropriate management of funding and resources in country
- Evaluate financial impact of management decisions, ensuring that USAID receives good value for money

Person specification

Qualifications and experience:

Essential

- Master's degree in Accounting, Finance or related field
- A recognized professional certification (such as CPA, ACCA, CMA, CFA)
- A minimum of seven years' experience supervising project operations, including human resources, procurement, subcontracts, grants and accounting/finance
- Previous experience working with USAID contracts and compliance framework
- Demonstrated familiarity with USG cost accounting standards and management of sub-contracts/sub-grants
- Experience with operations and/or supply chain management on USAID projects
- Previous financial management experience with USAID-funded projects

Desirable

- Previous experience working on malaria projects
- Previous experience of managing the close-out phase of USAID funded projects

Work-based skills:

Essential

- Skilled in developing and managing large budgets, experience with managing logistics and/or supply chain management for the implementation of public health programs in Africa, and demonstrated in-depth knowledge of USG Cost Accounting Standards

- Excellent organizational, analytical, oral and written communications skills; demonstrated supervisory skills, and ability to work well on teams and manage direct reports
- Ability to develop and interpret standard financial reports (balance sheet, income statements, cash flow) and create journal entries

Desirable

- Proven track record of delivering results and managing multiple priorities
- The ability to lead and operate as part of a diverse team

Core competencies:
Delivering results
<p>LEVEL D - Inspires wider teams to achieve outstanding results and to manage risks</p> <ul style="list-style-type: none"> ✓ Proactively improved effectiveness and performance of other senior staff to increase ability to meet objectives, acquiring new skills when appropriate ✓ Encourages mitigating risks among the teams/groups they work with/manage ✓ Ensures the quality of all internal/external work of own and others
Analysis and use of information
<p>LEVEL C - Works confidently with complex data to support work</p> <ul style="list-style-type: none"> ✓ Interprets complex written information ✓ Works confidently with data before making decisions, for example, interpreting trends, issues and risks ✓ Acquainted with the validity, relevance and limitations of different sources of evidence
Interpersonal and communications
<p>LEVEL D - Communicates complex technical and/or sensitive/high risk information effectively</p> <ul style="list-style-type: none"> ✓ Communicates complex operational, technical and strategic issues clearly and credibly with widely varied audiences ✓ Uses varied communication to promote dialogue, shared understanding and consensus across a variety of audiences ✓ Influences internal and external audiences on specific issues ✓ Scans the internal and external environment for key information and messages to support communications strategies
Collaboration and partnering
<p>LEVEL C - Builds strong networks internally and participates actively in external networks and think tanks</p> <ul style="list-style-type: none"> ✓ Builds strong networks internally ✓ Participates actively in external networks and/or think tanks ✓ Engages with relevant experts to gather and evaluate evidence ✓ Shares and implements good practice with internal and external peers
Leading and motivating people
<p>LEVEL D - Champions ownership of corporate decisions</p> <ul style="list-style-type: none"> ✓ Encourages their team to develop continually their individual potential, create a learning culture ✓ Demonstrates complete commitment to the achievement of the business goals, motivating

- others to deliver
- ✓ Spots, develops and promotes talent across teams, whether or not in their own functional area

Flexibility/ adaptability

LEVEL D - Clarified priorities and ensures learning from experience

- ✓ Clarifies priorities when leading change
- ✓ Sees and shows others the benefits of strategic change
- ✓ Helps colleagues/team members to practice stress management through prioritization of workloads and modelling of appropriate self-management and care
- ✓ Makes time to learn from experience and feedback, and apply the lessons to a new situation

Living the values

LEVEL C - Supports others to live Malaria Consortium's values

- ✓ 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 C - Keeps up to date with the internal and external environment

- ✓ Takes into account economic, political and other business factors when drawing up medium and long-term plans, covering both public and private sectors
- ✓ Looks beyond the immediate operations to prospects for new business
- ✓ Engages with appropriate internal and external sources to establish major influences and future plans