

## JOB DESCRIPTION

<b>Job title:</b>	<b>Finance Manager - Systems</b>	<b>Location:</b>	<b>London, UK</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>10</b>
<b>Travel involved:</b>	<b>None</b>	<b>Child safeguarding level:</b>	<b>4, low risk</b>
<b>Reporting to:</b>	<b>Finance Director</b>	<b>Direct reports:</b>	<b>None</b>

### Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the prevention, control and treatment of malaria and other communicable diseases among vulnerable populations.

**Our mission is to improve lives in Africa and Asia through sustainable, evidence-based programmes that combat targeted diseases and promote child and maternal health.**

We will accomplish this together with partners and all levels of government, by:

- designing and implementing cutting edge research, surveillance and monitoring and evaluation;
- selectively scaling up and delivering sustainable evidence-based health programmes;
- providing technical assistance and consulting services that shape and strengthen national and international health policies, strategies and systems and build local capacity;
- seeking to ensure that our experience, thought leadership, practical findings and research results are effectively communicated and contribute to the coordinated improvement of access to and quality of healthcare.

Our areas of expertise include:

- disease prevention, diagnosis and treatment;
- disease control and elimination;
- health systems strengthening;
- research, monitoring and evaluation leading to best practice;
- behaviour change communication; and
- national and international advocacy, and policy development.

### Country and project background

The Malaria Consortium London office hosts the key technical and management staff, and from a finance perspective, supports activities both in the UK and our overseas offices. The UK finance team, including the Financial Manager, consists of seven people.

## Job purpose

To provide an efficient, relevant and timely financial and management accounting service to all countries where Malaria Consortium operate, with a strong focus on providing budgeting, forecasting and analytical reporting support to HQ and in country management, both finance and project staff.

## Scope of work

The Finance Manager-Systems is an integral part of the global finance team to support financial control and reporting. The role is one of two Finance Managers in the UK Finance team. The post holder is responsible for all financial accounting cash management (including supporting the Finance Director in consolidation of the MC's statutory accounts). The role along with the UK Finance Manager supports the Finance Director in budgeting, forecasting, year-end work, payroll, cash management and administrative support to the PS Financials (PSF) software. The portfolio will be divided between the two Finance Managers, who also will provide cover for each other.

## Key working relationships

Reporting to the Finance Director, the post holder provides finance support and guidance to all UK staff and supports financial control in all regional and in-country finance teams. In addition, the post holder will work closely with the other Finance Manager, the Assistant Financial Accountant, Assistant Management Accountant and the internal auditor. Key external relationships include External Audit and bankers.

## Key accountabilities

### **Control Management, financial process and audit (30%)**

- Support the Finance Director in reviewing existing financial controls and improve these where required.
- Check month end reconciliations and balance sheet reconciliations for UK and consolidated balance sheet to ensure accuracy and complete tracking document to capture issues and gaps.
- Lead on the implementation of audit recommendations and follow up reporting to internal audit.
- Lead on specific schedules and notes to statutory accounts relating to year-end audit for the organisation Liaise with regional Finance Support Managers and Country Finance Managers to ensure that the audit documentation is complete and the audit requirements relating to their countries and projects are met. For example; operating leases and support costs etc.
- Liaise with country offices to support project and donor audits.
- Consolidate the statutory accounts for review

### **Management Accounting (10%)**

- Work with the Assistant Management Accountant in the issuing, reviewing and consolidation of the rolling forecast template as applicable for specific projects/countries efficiently and timely.
- Ensure monthly management accounts are produced and reviewed and that variances are acted on.

### **System accountant role for the PS Financials Software (25%)**

- Act as Systems Administrator for PSF
- Support users in the use and understanding of the system, providing training as required
- Develop and maintain the user documentation for the system.

- Maintain the system as required to ensure up to date with projects, coding and static data including recommending improvements in PSF global systems and processes.
- Run quarterly system data integrity checks (audits) in consultation with the Global IT Manager to ensure data is clean and following up with any remediation required.

#### **Financial Reporting and Monitoring (20%)**

- Accountable and responsible for financial controls around banking transactions including the checking of all payments, Travel Authorisation Forms, Procurement Request Forms and journals.
- Accountable for the UK and global payroll process, working with the Assistant Finance Accountant. Including reviewing monthly payroll reports, producing ad hoc post-payroll reports, answering queries relating to tax and other contributions and conducting payroll process audits.
- Identify all compliance requirements in donor contracts, assign responsibility and track completion.
- Provide support in reviewing donor reports for UK for reconciliation to PSF, accuracy and budget to actual variances.
- Track all donor report submissions for timeliness and highlighting non-compliance to management.

#### **Prepare and monitor cash flow (10%)**

- Prepare the annual consolidated cash flow from country budget submissions and update with quarterly forecast revisions.
- Agree cash reimbursements to country offices in line with budgets.
- Monitor the accuracy of cash flow on a monthly basis, investigating and understanding significant variances to budget.
- Liaise with bank FX personnel to reduce currency losses based on the prepared cash flow.

#### **Supervision and training (5%)**

- Provide supervision to Assistant Financial Accountant when working on specific activities and enabling the post holder to learn and develop, enabling them to be a strong support in running the day-to day activities of the HQ accounting function.
- Providing Finance inductions to UK staff and act as course leader on Totara (Learning Management Platform) for all financial training within MC.
- Any ad hoc tasks that may be required including providing cover for other Finance team members.

### **Person specification**

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

##### ***Essential***

- Qualified Accountant
- Significant experience of Year-end accounting and knowledge of UK statutory reporting.
- Experience of payroll accounting and dealing with pension providers.
- Experience of producing management accounts, DFID donor reporting, admin support to accounting software.
- Solid experience in co-ordinating and consolidating budgets and forecasts across regions.

### Desirable

- Experience of USAID/DFID contracts.
- Significant experience in the NGO sector, with knowledge of NGO donors and their financial reporting requirements.
- Previous experience of working overseas or within a multi-cultural international environment.

### Work based skills and competencies:

#### Essential

- Excellent computer skills with high proficiency in Microsoft Excel.
- Excellent analytical skills, commercial awareness and attention to detail.
- Excellent interpersonal and communication skills.
- Strong influencing skills.
- Strong planning and organising skills.
- Ability to prioritise workload and manage multiple tasks whilst working under pressure.
- Ability to work on own initiative and as part of a team.

#### Desirable

- Knowledge of PS Financials
- Experience in training finance staff

<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 C - Works confidently with complex data to support work</b> <ul style="list-style-type: none"><li>✓ Interprets complex written information</li><li>✓ Works confidently with data before making decisions, for example; interpreting trends, issues and risks</li><li>✓ Acquainted with the validity, relevance and limitations of different sources of evidence</li></ul>
<b>Interpersonal and communications</b>
<b>LEVEL C - Adapts communications effectively</b> <ul style="list-style-type: none"><li>✓ Tailors communication (content, style and medium) to diverse audiences</li><li>✓ Communicates equally effectively at all organisational levels</li><li>✓ Understands others' underlying needs, concerns and motivations and communicates effectively in sensitive situations</li><li>✓ Resolves intra-team and inter-team conflicts effectively</li></ul>
<b>Collaboration and partnering</b>
<b>LEVEL B - Collaborates effectively across teams</b> <ul style="list-style-type: none"><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 C - Effectively leads and motivates others or direct reports.</b> <ul style="list-style-type: none"><li>✓ Gives regular, timely and appropriate feedback,</li></ul>

- ✓ Acknowledges good performance and deals with issues concerning poor performance
- ✓ Carries out staff assessment and development activities conscientiously and effectively
- ✓ Develops the skills and competences of others through the development and application of skills
- ✓ Coaches and supports team members when they have difficulties

#### **Flexibility/ adaptability**

##### **LEVEL C - Supports others to cope with pressure**

- ✓ 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**

- ✓ 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 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 on future plans