

JOB DESCRIPTION

Job title:	Finance Officer (BMGF)	Location:	Niger
Department:	Finance	Length of contract:	4-years
Role type:	National	Grade:	6
Travel involved:	Up to 20% in country	Child safeguarding level:	TBD
Reporting to:	Project Manager	Direct reports:	N/A
	Dotted line manager: Country Finance 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

In Nigeria, many women of child bearing age (44,000) and children under-five (940,000) die annually from preventable and treatable causes (UNICEF/WHO 2012). While the trends show that Nigeria has made progress since the 1990s in reducing under-five and maternal mortality rates, the country remains the second largest contributor to under-five and maternal deaths in the world (UNICEF 2018).

Niger State Government is committed to improving her Health sector and articulated this state health plan and adoption of 'primary health care under one roof' policy to reduce fragmentation of services and to bring their management under one authority. The state leadership is also committed to

increasing the number of primary health care centers in compliance with the national standards by having a focal center per ward.

Niger State Government has also entered into a memorandum of understanding (MoU) with Bill & Melinda Gates Foundation (BMGF) to strengthen its primary health care (PHC) system. The BMGF component of the MoU is delivered through technical assistance grants implemented by other partners with a focus on strengthening: leadership and governance of health services, health care financing, Human Resources for health, health information management, access to affordable medical products, service delivery and community engagement in health service delivery.

Malaria Consortium has recently received Bill and Melinda Gates Foundation four (4) year grant to provide 'wrap-around' technical assistance for implementation of the community based health service delivery component of the state plan through harmonizing and integration of the various health service interventions at the community level including maternal and child health services.

Job purpose

To work closely with the Project Manager and with the Project team to ensure the project maintains acceptable accounting standards and financial control according to the MC and donor finance rules and procedures.

Scope of work

The Finance Officer will be responsible for timely posting of all invoices approved and paid, budget analysis and reconciliation, petty cash management, 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 Finance officer will deal with all cash receipts and payments as well as advising the State team Manager and other Technical Officers on all financial matters and sharing areas of concern along with suggested solutions aligned with MC and donor guidelines.

Key working relationships

The Finance officer (FO) will report to the Project Manager while interacting directly with other staff including the Administrative and the Technical officers in the office. S/he will also work with stakeholders, Local government and communities in the state. The FO will indirectly report to the Finance Manager at the Country office.

Key accountabilities

1. Finance work (50%)

- 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
- Authorized 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 scrutinizing all payment requests, TAFs, PRFs and by adhering to the MC Manual, Policies and Procedures
- Advising the State team Manager and other Technical Officers on all financial matters and sharing areas of concern along with suggested solutions aligned with MC and donor guidelines.
- Follow up on the stock balance of financial documents (forms, vouchers, receipts etc.) and make a timely order before stock outs occurs
- Register Invoices delivered by suppliers into PSF
- Post Field returns into PSF as per MC guidelines
- Review all cash and Bank transactions posted into PSF on a weekly basis
- Support In the preparation of monthly BVAs
- Support in budgetary planning and revisions
- Support in the timely completion of checklists for month and year ends
- Be responsible for issuing travel and activity advances to the team members, consultants for any official travels, including reconciliation of the same on return
- Any other reasonable duties as may be required from time to time

2. Suppliers Invoice (25%)

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

3. Filing and Admin (15%)

- In charge of archiving and filing 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 management (10%)

- In charge of keeping the Petty cash imprest system and records, making requisitions and issues as approved by the authorized 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 Project Manager/Finance Manager
- Post all petty cash invoices and vouchers into the General Ledger with accurate codes

Person specification

Qualifications and experience:

Essential

- A degree in Accounting or Business Administration is required
- Minimum of 3 years' experience in a related function and supervisory role;

Desirable

- Member of Accounting Professional body
- Experience in working in INGO
- Knowledge of NGO donors and their financial reporting requirements
- Willingness to learn at all times

Work-based skills:

Essential

- Working knowledge of accounting software, especially PS Financial
- Excellent computer skills with high proficiency in Microsoft excel
- Strong ability to be able to manage and prioritize multiple tasks
- Good analytical and reporting skills
- Excellent interpersonal and communications skills

Desirable

- Able to manage pressure
- Excellent team player, including working in diverse cultural environment
- Line management capabilities

Core competencies:
Delivering Quality results
<p>LEVEL B - Takes on pieces of work when required and demonstrates excellent project management skills</p> <ul style="list-style-type: none"> ✓ Shows a flexible approach to taking on additional work/ responsibilities when needed to achieve results ✓ Demonstrates excellent project management skills to agreed timescales (timelines, targets, donor requirements) ✓ Makes clear and timely decisions within remit of own role
Analysis and use of information
<p>LEVEL B - Uses evidence to support work</p> <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
<p>LEVEL B - Fosters two-way communication</p> <ul style="list-style-type: none"> ✓ 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
<p>LEVEL B - Collaborates effectively across teams</p> <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
<p>LEVEL B - Manages own development and seeks opportunities</p> <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
<p>LEVEL B - Remains professional under external pressure</p> <ul style="list-style-type: none"> ✓ 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 actions

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