

JOB DESCRIPTION

Job title:	Financial Accountant	Location:	Nampula, Mozambique
Department:	Finance	Length of contract:	Indefinite
Role type:	National	Grade:	8
Travel involved:	Up to 10% travel within Nampula	Child safeguarding level:	3, slight risk
Reporting to:	Line manager: Project Manager SMC	Direct reports:	None
	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

Project background

Seasonal malaria chemoprevention (SMC) is a highly effective community-based intervention to prevent malaria infections in areas where the malaria burden is high and transmission occurs mainly during the rainy season. It involves administering monthly courses of sulfadoxine-pyrimethamine

(SP) and amodiaquine (AQ) during this peak transmission period to those most at risk: children under five. In 2019, SMC was implemented in 13 countries in the Sahel region of Africa, targeting over 21 million children. To-date, SMC has not been deployed at scale outside of the Sahel due to concerns over the widespread resistance to SP across much of the African continent.

Malaria Consortium has been a leading implementer since the World Health Organization (WHO) issued its recommendation to scale up SMC in 2012. With our partners, we led the rapid scale-up through the Achieving Catalytic Expansion of Seasonal Malaria Chemoprevention in the Sahel (ACCESS-SMC) project in 2015–2017, reaching close to seven million children in Burkina Faso, Chad, Guinea, Mali, Niger, Nigeria and The Gambia. This project demonstrated that SMC is cost-effective, safe and that high coverage can be achieved at scale. Since 2018, we have continued to support national malaria programmes in Burkina Faso, Chad, Nigeria and Togo, reaching over 12 million children in 2020. We also started research projects in Mozambique and Uganda to explore the feasibility and impact of SMC outside the Sahel.

The first phase of the SMC pilot project was implemented in 2020/21 in two districts of Nampula province with promising results. The second phase, to be implemented during the 2021/22 peak malaria season, will involve conducting a cluster randomised controlled trial (cRCT) to determine the effect of implementing SMC in an area where resistance to SP can be assumed to be high. The research will also involve further work to explore how resistance to SMC drugs affects the effectiveness of the intervention. This study has the potential to inform SMC policy and practice nationally and internationally.

Job purpose

To maintain and control the completeness and accuracy of the financial system for the SMC Project.

Scope of work

The Financial Accountant is responsible for maintaining the completeness and accuracy of the financial data and ensuring the integrity of the balance sheet

Key accountabilities

1. Financial Administration (20%)

- Perform checks on the petty cash on an ad hoc and monthly basis with the Financial Assistant
- Coordinate with Financial Assistant to ensure expense claims are fully filled and related attachments are in compliance with MC policies and procedures
- Coordinate with Financial Assistant to ensure proof of payments are delivered to the beneficiaries and correspondent receipts from the suppliers are collected and attached to the processes of payment
- Ensure Procure-to-Pay process approvals according to the Authorisation Signatories List in place
- Assist PM and CFM in the quarterly forecasting process.

2. PS Financial System (20%)

- Check the correctness of coding, completeness of financial documents and review the batches of invoices and payments prior to payment and posting to the accounting system
- Post and reconcile transactions in the finance system in a timely and accurate manner
- Ensure transactions are properly documented, recorded, securely filed and easily accessible by the finance team in line MC Finance Manual Procedures
- Review all outstanding advances with Financial Assistant and ensure they comply with the MC Finance Manual in terms of aging
- Prepare reconciliations of the Cash, Bank, Advance and other Balance Sheet accounts on a monthly basis

3. Assets management (10%)

- Coordinate with IT and Operations team to maintain updated fixed asset register in the intranet on a quarterly basis
- Do spot checks to ensure that the fixed asset register is accurate on a quarterly basis
- File the signed Asset Spot Check forms

4. Payroll (5%)

- Ensure payslips are distributed to all project employees by the end of each month

5. SMC implementers management (40%)

- Supervise the preparation and closing process of cash and mobile payments for the SMC implementers at each implementation cycle
- Review and sign off reconciliation of payments to ensure all amounts of cash advanced have been appropriately justified and remaining cash has been timely returned to the project bank account at the end of each implementation cycle
- Review and sign off reconciliation of the mobile disbursement account
- Prepare implementers payment report at the end of each cycle with inputs from the Financial Assistant

6. Stakeholders Management (5%)

- Assist the SMC Project Manager and CFM in the management of internal and external stakeholders' relationship (Employees, Directors, Banks, Insurance, Donors, etc)
- Provide financial inputs to the SMC Project Manager reports
- Provide technical and oversight support to the Financial Assistants

Person specification

Qualifications and experience:

Essential

- Qualified ACA, ACCA or CIMA Accountant
- Minimum of three years' experience with NGO work, audit experience, with at least one year's in a managerial position

Desirable

- Experience of donors compliance.
- Knowledge of NGO sector
- Good analytical skills
- Good excel and other software skills
- Proficiency in both Portuguese and English

Work-based skills:

Essential

- Excellent computer skills with high proficiency in Microsoft Excel
- Good analytical and reporting skills
- Excellent interpersonal and communication skills

Desirable

- Strong ability to be able to manage and prioritise multiple tasks
- Working knowledge of accounting software
- Attention to detail

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 B - Fosters two-way communication <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
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 B - Remains professional under external pressure <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
Living the values
LEVEL C - Supports others to live Malaria Consortium's values <ul style="list-style-type: none"> ✓ 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 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 workload 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