

JOB DESCRIPTION

Job title:	Finance Assistant	Location:	Hawassa
Department:	Finance	Length of contract:	5 Months FTC
Role type:	National	Grade:	5
Travel involved:	None	Child safeguarding level:	3
Reporting to:	Line manager: Sub-country Program Co-ordinator	Direct reports:	None
	Dotted line manager:NA		

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 has been operational in Ethiopia since 2004. At national level, it provides technical support to the Federal Ministry of health (FMOH), and plays a lead role in coordinating the efforts of CSOs/NGOs and other agencies fighting against malaria in Ethiopia and serves as a secretary of the national malaria control taskforce and the technical advisory committee. At regional level it is engaged

in health systems strengthening (HSS), behavioural change communications (BCC), operational researches, and monitoring changes in malaria epidemiology with available interventions in SNNPRS.

Malaria is one of the major health problems in Ethiopia. Over the past years, malaria prevention and control interventions have been successfully implemented through the use of priority interventions including community empowerment & mobilization; diagnosis & treatment; and vector control. The achievements so far made have prompted the country to move towards nationwide malaria elimination by 2030. It aims to reduce at least 90% of malaria incidence and mortality by 2030. One of the critical elements needed to achieve malaria elimination is the development of Advocacy, Communication and Social Mobilization (ACSM) strategy to promote sustained behavioural change with regard to the importance of proper and consistent long-lasting insecticide treated nets (LLINs) utilization, early health care seeking behaviour and adherence to treatment.

Malaria consortium has been requested by the FMOM to provide technical assistance to the National Malaria Control Programme to develop an ACSM Strategy. The strategic document will support the four steps of the elimination stages namely optimization, pre-elimination, elimination and prevent re-introduction. In addition, given the length of each stage, the ACSM strategy will detail out the varied communication approaches necessary to ensure that messages evolve to reflect the changing epidemiology and maintain desired behaviours to achieve and sustain gains. This strategy will be used to guide the government, partners and stakeholders to adopt and implement ACSM for malaria elimination at all levels.

Job purpose

The Finance assistant is responsible for all financial work in the Sub Country Office and will be in charge of stock and fixed asset management to deliver high quality support to the technical and program management of Sub Country office. The Finance Assistant will also maintain accurate filing and carry out other duties as required. It also includes ensuring that Malaria Consortium Ethiopia Programme maintains acceptable accounting standard and financial control according to the Malaria Consortium finance rules and procedures.

Scope of work

Providing financial and operational services to the Sub Country Office. The Finance Assistant will be responsible for petty cash management, serve as store keeper, and provide courier service and also ensuring cleanness of the compound.

Key working relationships

The Finance Assistant will work closely with the Country Finance Manager and the Sub Country Office Program Coordinator. In addition, work with Finance and Operations Department and all staff members as deemed necessary.

Key accountabilities

1. Finance

- Oversee finance related matters of Sub Country Office with the guidance of the Country Finance Manager
- Facilitate bank withdrawals, deposits, activity advances and liquidation

- Monitor Bank balance and advise Country Finance Manager when transfer is needed on time
- Remit payroll and pension deductions to appropriate government authorities on time
- Maintain petty cash fund
- Prepare cheques for authorized payments
- Handle cash disbursements for workshops and conferences as directed by the Sub Country Programme Coordinator
- Assist in issuing payments to trainers, facilitators and consultants both in-house and in the field when possible
- Oversee completion of the daily time sheets
- Assist both Malaria Consortium Ethiopia Staff and Sub Country office Programme Coordinator with the preparation of Short-term operating advance and liquidation documents
- Assist the Sub Country office staff with the preparation of Travel Advance Requests and Liquidation
- Organize and send financial and other documents to head office

2. Operations management

- Provide administrative and logistical support to the planning, implementation and monitoring of the Sub Country project activities
- Coordinate logistics for Sub Country meetings, trainings, workshops, field studies including inviting participants, booking venues, arranging accommodation and the disbursement of participants and facilitators allowances
- Manage travel activities in the Sub Country office for staff, consultants and workshop participants in accordance with Malaria Consortium and donor travel policies and practices
- Maintain and update the fixed asset register for the Sub country office
- Conduct asset spot check monthly and reconcile with the main fixed asset register
- Ensure the Sub country office assets and supplies are used and maintained in accordance with Malaria Consortium asset management policy
- Conduct fixed assets and stock counts as per MC's policy
- Carry out other duties as requested by the Country Finance Manager and/or Sub Country Programs Coordinator

Person specification

Qualifications and experience:

Essential:

- Bachelor degree in Accounting, Finance, Commerce or other relevant subject and/or an equivalent finance qualification
- At least two years of work experience in similar role, preferably working with an INGO

Desirable:

- Experience in operations management or asset management
- Working knowledge of accounting software

Work-based skills:

Essential:

- Strong ability to be able to manage and prioritise multiple tasks
- Computer skills with proficiency in Microsoft excel
- Good interpersonal and communication skills
- Good attention to detail

Core competencies:
Delivering results
LEVEL A - Focuses on delivering contribution to Malaria Consortium and achieving own objectives <ul style="list-style-type: none">✓ Puts in effort required to ensure the delivery of own work and objectives to meet (and exceed) expectations✓ Strong self-management of time and effort✓ Checks own work to ensure quality
Analysis and use of information
LEVEL A - Gathers information and identifies problems effectively <ul style="list-style-type: none">✓ Attentive to detail✓ Follows guidelines to identify issues✓ Recognises problems within their remit✓ Uses appropriate methods for gathering and summarising data
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 A - Is a good and effective team player <ul style="list-style-type: none">✓ Knows who their customers are and their requirements✓ Respects and listens to different views/opinions✓ Actively collaborates across teams to achieve objectives and develop own thinking✓ Proactive in providing and seeking support from team members
Leading and motivating people
LEVEL A - Open to learning and responds positively to feedback <ul style="list-style-type: none">✓ Willingness to manage own development and performance✓ Builds capacity of colleagues by sharing knowledge (induction) and acting as induction 'buddy' when asked✓ Open to learning new things✓ Responds positively to feedback from others✓ Identifies mistakes and takes positive steps to improve

Flexibility/ adaptability

LEVEL B - Remains professional under external pressure

- ✓ 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 A - Demonstrates Malaria Consortium values

- ✓ Demonstrates integrity, honesty and fairness in dealing with colleagues and stakeholders
- ✓ Maintains ethical and professional behaviour in line with Malaria Consortium's values
- ✓ Treats all people with respect

Strategic planning and thinking and sector awareness

LEVEL A - Manages own work load 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