

## JOB DESCRIPTION

<b>Job title:</b>	<b>Finance Assistant SMC</b>	<b>Location:</b>	<b>Nampula</b>
<b>Department:</b>	<b>Finance</b>	<b>Length of contract:</b>	<b>Fixed, 5 months</b>
<b>Role type:</b>	<b>National</b>	<b>Grade:</b>	<b>5</b>
<b>Travel involved:</b>	<b>20% travel within Nampula</b>	<b>Child safeguarding level:</b>	<b>2</b>
<b>Reporting to:</b>	<b>Line Manager: Financial Accountant SMC</b>  <b>Dotted Line Manager: Project Manager SMC</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 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**

The Finance Assistant is responsible for providing a cashier service in Nampula office whilst safeguarding MC's cash and is expected to support in the supervision of MC field offices to ensure quality and timely recording of all field transactions in accordance to the MC finance rules and procedures.

### **Scope of work**

The Finance Assistant is responsible for providing a cashier service in Nampula office whilst safeguarding MC's cash and is expected to ensure quality and timely recording of all field transactions in accordance to the MC finance rules and procedures.

### **Key working relationships**

The Finance Assistant will report to the Financial Accountant (FA) and as advised by the Country Finance Manager (CFM) will work closely with the Project Manager (PM) to carry out tasks in the finance department.

### **Key accountabilities**

#### **1. Finance support (40%)**

- Scrutinizing payment requests and escalating any issues to both FA and CFM.
- Reporting to the FA and CFM on arising of financial matters that expose the organisation to existing and new financial risks.
- Checking activity and travel advance payment requests, expenses claims and invoice payments of SMC staff, identifying unrealistic requests, and suspicious accountabilities, making sure MC financial regulations are followed.
- Post and reconcile transactions in the finance system in a daily basis and accurate manner.
- Ensure transactions are properly documented, recorded, securely filed and easily accessible by the finance team in line MC Finance Manual Procedures.
- Support the CFM with audit requests and the preparation of documents for auditors.
- Assist with bank reconciliations with the guidance of the FA.
- Perform assigned tasks, as advised by FA and CFM, during monthly and annual financial closing process.
- Other tasks as assigned by the FA, CFM and PM.

#### **2. SMC implementers management (40%)**

- Prepare all cash and mobile payments for the SMC implementers at each implementation cycle following orientations designed by FA or CFM .
- Lead the process of payments to the SMC implementers in the field following orientations designed by FA or CFM
- Assist FA in preparing 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.
- Verify the completeness of the information in the pre-cycle list (Database)
- Verify that the post-cycle list is supported by duly signed and completed attendance sheets
- Verify that the post-cycle list is as per the approved pre-cycle list (Database)
- Assist the FA in preparing reconciliation of the mobile bank account against PSF balance
- Conduct sample checks of the attendance sheet by making calls to the implementers as advised by the FA
- Scan pre-cycle list, post-cycle list and attendance sheets and upload in Sharepoint in a timely manner
- Conduct field visit as assigned by the FA and PM
- Other SMC related tasks as assigned by the FA, CFM and PM

### **3. Nampula Cashier (20%)**

- In charge of keeping Nampula Petty cash using impress record, making requisitions and issues as approved by the authorized MC personnel.
- Ensure Nampula Petty Cash is counted, at least, once a monthly basis by an independent member of staff.
- Prepare Nampula check and obtain approval by the authorized MC personnel.
- Manage MC financial documents (checks, vouchers etc.) and make a timely order before stock out occurs.

### **Person specification**

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

##### **Essential**

- Certificate in Accounts/Finance
- Experience working in finance

##### **Desirable**

- Knowledge of NGO sector

#### **Work-based skills:**

##### **Essential**

- Working knowledge of accounting software
- Excellent written and spoken Portuguese
- Good interpersonal and communication skills
- Attention to detail
- Good excel skills
- Flexible and willing to travel to the field offices

##### **Desirable**

- Good analytical skills
- Computer skills with proficiency in Microsoft Excel
- Fair English level (reading and writing)

<b>Core competencies:</b>
<b>Delivering results</b>
<b>LEVEL A - Focuses on delivering contribution to Malaria Consortium and achieving own objectives</b> <ul style="list-style-type: none"> <li>✓ Puts in effort required to ensure the delivery of own work and objectives to meet (and exceed) expectations</li> <li>✓ Strong self-management of time and effort</li> <li>✓ Checks own work to ensure quality</li> </ul>
<b>Analysis and use of information</b>
<b>LEVEL A - Gathers information and identifies problems effectively</b> <ul style="list-style-type: none"> <li>✓ Interprets basic written information</li> <li>✓ Attentive to detail</li> <li>✓ Follows guidelines to identify issues</li> <li>✓ Recognises problems within their remit</li> <li>✓ Uses appropriate methods for gathering and summarising data</li> </ul>
<b>Interpersonal and communications</b>
<b>Level B - Fosters two-way communication</b> <ul style="list-style-type: none"> <li>✓ Recalls others' main points and takes them into account in own communication</li> <li>✓ Checks own understanding of others' communication by asking questions</li> <li>✓ Maintains constructive, open and consistent communication with others</li> <li>✓ Resolves minor misunderstandings and conflicts effectively</li> </ul>
<b>Collaboration and partnering</b>
<b>LEVEL A - Is a good and effective team player</b> <ul style="list-style-type: none"> <li>✓ Is a good and effective team player</li> <li>✓ Knows who their customers are and their requirements.</li> <li>✓ Respects and listens to different views/opinions</li> <li>✓ Actively collaborates across teams to achieve objectives and develop own thinking</li> <li>✓ Proactive in providing and seeking support from team members</li> </ul>
<b>Leading and motivating people</b>
<b>LEVEL A - Open to learning, and responds positively to feedback</b> <ul style="list-style-type: none"> <li>✓ Willingness to manage own development and performance</li> <li>✓ Builds capacity of colleagues by sharing knowledge (induction) and acting as induction 'buddy' when asked</li> <li>✓ Open to learning new things</li> <li>✓ Responds positively to feedback from others.</li> <li>✓ Identifies mistakes and takes positive steps to improve</li> </ul>
<b>Flexibility/ adaptability</b>
<b>LEVEL A - Recognises own stress levels and adapts</b> <ul style="list-style-type: none"> <li>✓ Recognises limitations and takes steps to manage any resulting pressure or stress</li> <li>✓ Remains focused on objectives and goals in a rapidly changing environment</li> <li>✓ Takes responsibility for own work and for the impact of own actions</li> </ul>
<b>Living the values</b>
<b>LEVEL A - Demonstrates Malaria Consortium values</b> <ul style="list-style-type: none"> <li>✓ Demonstrates integrity, honesty and fairness in dealing with colleagues and stakeholders</li> <li>✓ Maintains ethical and professional behaviour in line with Malaria Consortium's values</li> <li>✓ Treats all people with respect</li> </ul>
<b>Strategic planning and thinking and sector awareness</b>
<b>LEVEL B - Is aware of others' activities and vice versa in planning activities</b> <ul style="list-style-type: none"> <li>✓ Takes account of team members and others workload when planning</li> <li>✓ Maintains awareness of impact on other parts of the organization, keeping abreast of other's activities, objectives, commitments and needs</li> <li>✓ Has a good understanding of the sector in which Malaria Consortium works</li> </ul>