

## JOB DESCRIPTION

<b>Job title:</b>	<b>Assistant Management Accountant</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>8</b>
<b>Travel involved:</b>	<b>5% International Travel</b>	<b>Child safeguarding level:</b>	<b>4</b>
<b>Reporting to:</b>	<b>UK Finance Manager-systems</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

### 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.

### Job purpose

To support the UK Finance Manager-Systems in running an efficient and effective management accounting function which services the HQ office in the UK and provides support to in country teams.

### Scope of work

Together with the UK Finance Manager-Systems, the Assistant Management Accountant is responsible for defined aspects of Malaria Consortium's HQ financial management. The role holder will also support the production and review of donor reporting for existing grants, and the preparation of month-end checklists for overseas countries/regions where transactions are posted by HQ.

### Key working relationships

Reporting to the UK Finance Manager, the role holder provides finance support to all UK-based budget holders and supports all in-country finance teams with budgeting, forecasting and some financial management activities.

### Key accountabilities (per cent of time spent on each area)

#### Management Accounting (60%)

- Ensure that all UK projects as well as Core expenditure and income transactions are posted accurately and timely.
- Prepare monthly management accounts for the UK office.
- Provide support to UK Project Managers and Core budget holders on all financial matters
- Prepare the forecast pack for the UK projects and office in coordination with budget holders
- Assist with providing advice, training and support to the finance teams in country offices
- Ensure that the recharges are accounted for all projects accurately, check that the rates are recorded accurately for each project
- Reconcile the recharges against the project agreements and apply any necessary changes
- Assist Project Managers and Country Finance Managers in reconciling the recharges and communicating with staff

#### Budgeting and Forecasting (10%)

- Assist with preparation of budget templates
- Consolidate budget templates in master budget file
- Reconcile the budget files against the uploads and process relevant checks on files
- Assist with improvement in the budget process and training of project managers

#### Statutory and Donor Project Reports (10%)

- Assist UK Project Managers to review management accounts in detail, provide transactional listing and documentation to transactions.
- Assist with donor reporting for UK projects
- Assist with statutory reporting including preparing schedules, tables and reconciliations

#### Resource Management (10%)

- To act as systems administrator for the Saviom and assist to Country Finance Managers in training and supporting their access
- Run and analyse reports quarterly from the system for UK department heads, UK project managers, Regional Directors and GMG
- Support the design, input and workings of Saviom and review of the data input and compare to budgets
- Assist with implementation of the new system including understanding data and training on some features

### Person specification

#### Qualifications and experience:

##### *Essential*

- Part-qualified ACA, ACCA or CIMA Accountant

##### *Desirable*

- Knowledge of NGO donors and their financial reporting requirements

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

#### ***Essential***

- Excellent computer skills with intermediate to advanced Microsoft Excel
- Good analytical and reporting skills
- Excellent interpersonal and communication skills
- Attention to detail
- Ability to review others' workings and highlight need for corrections/ improvement

#### ***Desirable***

- Strong ability to be able to manage and prioritise multiple tasks

<b>Core competencies:</b>
<b>Delivering results</b>
<b>LEVEL B - Takes on pieces of work when required and demonstrates excellent project management skills</b> <ul style="list-style-type: none"> <li>✓ Shows a flexible approach to taking on additional work / responsibilities when needed to achieve results</li> <li>✓ Demonstrates excellent project management skills to agreed timescales</li> <li>✓ Makes clear and timely decisions within remit of own role</li> </ul>
<b>Analysis and use of information</b>
<b>LEVEL B - Uses evidence to support work</b> <ul style="list-style-type: none"> <li>✓ Identifies and uses various sources of evidence and feedback to support outputs</li> <li>✓ Uses evidence to evaluate policies, projects and programmes</li> <li>✓ Identifies links between events and information identifying trends, issues and risks</li> <li>✓ Ensures systems are in place to address organisation needs</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 other's 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 - 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>Leading and motivating people</b>
<b>LEVEL B - Manages own development and seeks opportunities</b> <ul style="list-style-type: none"> <li>✓ Actively manages own development and performance positively</li> <li>✓ Learns lessons from successes and failures</li> <li>✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise</li> </ul>
<b>Flexibility/ adaptability</b>
<b>LEVEL B - Remains professional under external pressure</b> <ul style="list-style-type: none"> <li>✓ Able to adapt to changing situations effortlessly</li> <li>✓ Remains constructive and positive under stress and able to tolerate difficult situations and environments</li> <li>✓ Plans, prioritises and performs tasks well under pressure</li> <li>✓ Learns from own successes / mistakes</li> </ul>
<b>Living the values</b>
<b>LEVEL C - Supports others to live Malaria Consortium's values</b> <ul style="list-style-type: none"> <li>✓ Demonstrates personal integrity by using role position responsibly and fairly</li> <li>✓ Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences</li> </ul>
<b>Strategic planning and thinking and sector awareness</b>
<b>LEVEL C - Keeps up to date with the internal and external environment</b> <ul style="list-style-type: none"> <li>✓ Takes into account economic, political and other business factors when drawing up medium and long-term plans, covering both public and private sectors</li> <li>✓ Looks beyond the immediate operations to prospects for new business</li> <li>✓ Engages with appropriate internal and external sources to establish major influences on future plans</li> </ul>