



DIGNITAS

Job Posting: Malawi Finance & Grants Manager

Location: Zomba

Type of contract: Local position, Full-time fixed-term contract with possibility of renewal

Reporting to: Country Director

Suggested start date: August 2018

Salary and Benefits: Salary commensurate with skills and experience.

Dignitas International (DI) is a medical and research organization dedicated to improving health care for people facing a high burden of disease and unequal access to services. DI has supported care for people with HIV related conditions in the Malawi's South East Zone since 2004. Together with the Ministry of Health and with the support of various donors, DI has greatly expanded quality HIV services such as HIV testing, care and treatment for People with HIV and related conditions through HIV-focused health system strengthening activities.

The **Malawi Finance and Grants Manager** contributes to the overall success of the organization in Malawi by effectively managing all financial and grant support services for the country program. S/he will provide leadership, direction and operational management to the Dignitas Malawi program on finance and grants in accordance with operational best practices, and in compliance with the organization's policies and procedures, government regulations and its external donor and partnership agreements. In addition, s/he is responsible for financial management and reporting, fiscal and legal compliance & grant management, systems strengthening, risk management and assists in overall operational management and administration.

S/he builds the capacity of the team, fostering a culture of accountability and ensuring organizational resources are used in a cost-effective manner to maximize impact.

The Finance & Grants Manager is part of the Country Management Team that assists the Country Director in leading the effective delivery and development of programs through fostering a culture of accountability, guarantee excellent performance and ensuring the organizational resources are used in a cost-effective manner to maximize impact.

Main Job Tasks and Responsibilities:

General

Planning & Budgeting: Assist the Country Director in coordinating the Malawi Country Program's multi-year and annual planning & budgeting processes in line with Dignitas' vision, mission, and strategic priorities.

Implementation: Provide oversight to ensure all financial and grant activities are implemented in line as per organizational standards and best practices, and in accordance with internal & external donor and partner commitments. Ensure that Dignitas complies with all national guidelines and laws relevant to its operational work.

Risk Management: Identify and effectively manage all key risks, including safety and security, financial and reputation risks, related to delivering the Malawi Country Program and their potential broader impact on the organization.

Finance & Grant Management

- Ensure monthly and annual accounts are closed on time as per checklists and uploaded in the system
- Ensure the accounts and financial databases are up to date and backup regularly in accordance with DI Policies and procedures

- Prepare monthly cash forecast and cash request, ensuring adequate cash flow for ongoing operations at all times
- Compile and analyze financial information to prepare financial statements, including monthly, quarterly and annual reports for DI and donors in collaboration with the Finance Manager in Headquarters
- Ensure timely preparation of payroll and that all statutory deductions such as PAYE, WHT and TEVET Levy are calculated correctly as per the tax laws and remitted on time
- Work closely with all department heads for budget monitoring, payments and recording of expenses on time by providing monthly budget versus actuals reports to budget holders
- Prepare and coordinate for donor audits and statutory headquarter annual audit
- Support budget preparation for grant proposals and the annual plan
- Ensure compliance with DI policies and procedures, donor contracts and regulations, and local laws and regulations and ensure adequate documentation is available for each financial transaction
- Review internal control and update policies and procedures as required in consultation with HQ.
- Build organizational capacity to manage donor grants; work with relevant staff to fulfill grants management responsibilities; develop tools and systems to enable effective grant management.

Fleet & Procurement & Asset Management

Ensure that appropriate procurement procedures are followed as per Dignitas operation manual and as per donor requirements. Ensure the organization's assets are effectively tracked in line with Dignitas' policy.

External Representation and Relationship Management

Functional relationships with donor and partner key members

Experience and Qualifications

- Masters in Accountancy or equivalent and recognized accounting designation required (CPA, ACCA)
- Minimum five years' experience in a supervisory role in within a finance team at an international NGO, preferably in Africa
- Professional level expertise in working with QuickBooks (multi-currency version), and advanced level of Excel and any other software finance packages
- Thorough knowledge of non-profit accounting principles
- Experience working in a multi-grant environment is required; experience with USAID funding is strongly preferred
- Demonstrated strong skills in organizational development and planning
- Senior leadership experience with track record in building, leading and developing high performance teams with a range of backgrounds and expertise
- Good communication and interpersonal skills at all levels
- Highly detailed oriented and organized in work, ability to meet assigned deadlines
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance, creativity, problem solving, and results
- Proficiency in Microsoft office applications and fluency in written and spoken English

How to Apply

Qualified applicants should send a CV and detailed cover letter explaining their interest and suitability for the post to jobs@dignitasinternational.org with the subject heading "**Malawi Finance & Grants Manager**". Att: Director of Finance & Operations.

Deadline to submit an application is July 6th 2018 EDT. Please note that only shortlisted applicants will be contacted. DI thanks all applicants for their interest.