

Position Announcement

Finance Officer, Malabo- Equatorial Guinea

Begin a challenging and rewarding career with the international division of Medical Care Development (MCDI). MCDI was founded in 1977 with the belief that MCD's successful approach to health systems development in the rural United States could be adapted to meet the needs of developing nations. A global non-profit organization, MCDI uses practical, evidence-based and high-impact approaches to strengthen health systems in developing countries. For almost 40 years, MCDI has implemented public health programs in over 40 countries aimed at targeting the world's most vulnerable populations. MCDI collaborates with donors, national governments, the private sector, health agencies, communities and local stakeholders to improve health and save lives in the following areas: malaria control; maternal, neonatal and child health; water, sanitation and hygiene; tuberculosis; HIV/AIDS; and other communicable diseases.

The Finance Officer (FO) will take responsibility for the overall financial management of the MCDI country project activities to include the budgeting/ forecasting/accounting and implementation of all services required to financially support field office operations. Much of such work is guided by the framework provided by the project Financial and Administrative Procedures Manuals as well as the country Finance Manual.

Qualifications, Skills and Experience:

- BS or MA in International Management (or equivalent)
- 5 – 10 years' experience in financial management position(s).
- Highly computer literate, familiar with Windows® programs for word-processing, spreadsheets, database management, presentations, and electronic communication. Solid skills in using Excel are a must.
- Project management experience in a developing country context, preferably in Africa.
- Prior experience supervising project personnel.
- Good interpersonal skills, team player, able to work under stress. Sensitivity to the concerns of the developing world and able to work with local and national authorities and community- based providers from different cultural backgrounds.
- Fluent oral and written Spanish is desirable (in the absence of this, language training may be provided to an otherwise highly-qualified candidate), good knowledge of English; knowledge of French would be an additional asset.

Roles and Responsibilities:

The Finance Officer (FO) will work with all MCDI members in a collaborative manner and will promote a collegial and participatory approach to project management and implementation.

A. Financial Management Duties

- Monitor bank balance and request transfer of funds from home office in a timely manner to avoid delays in project implementation;
 - Track wire transfers of funds from home office to the project account(s) and suppliers and sub- grantees;
 - Monitor expenditures to ensure compliance with all relevant regulatory policies, with particular attention to the Foreign Corrupt Practices Act;
 - Reconcile the project account(s) on a monthly basis;
 - Prepare expense reports in Excel detailing monthly expenditures by budget line item for submission to home office on a monthly basis along with scanned transaction backup (invoices, checks, receipts, etc.);
 - Prepare expense projections/accruals on a monthly, quarterly and annual basis;
 - Monitor local program budgets
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- Establish and maintain requisite bank accounts for project activities and ensuring that accurate and up-to-date reconciliations are kept on all account transactions and balance on at least a monthly basis;
 - Maintain project financial reporting systems to record field expenditures and generate financial reports to the Home Office in accordance with policies and procedures prescribed in MCDI's financial management manual; this will include preparing monthly bank and general ledger accounts and reconciliations;
 - Establish and maintain appropriate systems of internal control;
 - Maintain imprest accounts;
 - Maintain transit account for checks signed but invoices not yet paid;
 - Oversee and supervise the petty cash operations;
 - Process payroll based on calculations from AO;
 - Oversee disbursement of funds together with the AO for local expenditures and personnel;
 - Ensure that funds are accrued for severance pay, (Social Security Fund) and any other legally-required purposes;
 - Assist in the preparation and monitoring of local program budgets;
 - Revise and update the BIMCP/EGMVI Finance and Administration Manual on a continuous basis;

B. Procurement

- Prepare all procurement documents (purchase orders), contracts for local non personnel services (i.e. cleaning services, guard services, etc.), leases, rental agreements with local suppliers

C. Counterpart Capacity Development

The FO will work with the national counterparts and other officials of the Government to assist in developing and implementing finance procedures within the NMCP that satisfy donor requirements for accountability and transparency, and will oversee audit compliance with these procedures as required (e.g. in the event that funds are transferred directly to the NMCP, which would then be responsible for proper disbursement).

D. Other Duties

- On a weekly basis, monitor the BIMCP and EGMVI work plans and action plans as updated by the Associate Project Manager, Dianna Hergott, ensuring that budgets and expenditures are implemented/undertaken in a timely and cost-effective manner.
- Communicate with the Home Office on a daily/weekly basis by e-mail, phone calls and/or Skype, as needed;
- Maintain donor and external relations by participating in presentations, preparation of reports for public dissemination, and participation in on-the-job training efforts focused on capacity building;
- Participate in project development efforts so as to possibly increase program activities in continental Africa and elsewhere;
- Participate and assist in the preparation of new technical proposals, as necessary;
- Perform other activities as determined by the International Division Director.

Projected start date: Negotiable
Location: Malabo, Equatorial Guinea

Application Requirements

To apply, please submit:

1. an updated CV,
2. a cover letter, and
3. a completed USAID Biodata Form (1420)
4. a list of 3 references that we may contact
5. your salary expectations

to mcdijobs@mcd.org or mail to MCDI, 8401 Colesville Road, Suite 425, Silver Spring, MD 20910, attention HR. **Position is open until filled**

Short listed applicants will be required to take tests to assess writing abilities, computer proficiency, and suitability for the job