

## TERMS OF REFERENCE OF FINANCE SUPPORT CONSULTANCY FIRM FOR MALARIA CONSORTIUM BURKINA FASO

<b>Reference Number:</b>	<b>Department:</b> Finance
<b>Date of Draft:</b> 30 July 2025	<b>Dotted line manager:</b> Finance Support Manager (West & Central Africa)
<b>Date of final:</b> 4 September 2025	<b>Period of assignment:</b> as soon as possible for 6 months
<b>Supervisor:</b> Country Director	

### Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organizations specialized in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and underprivileged 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 organizations, 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
- behavior change communication
- national and international advocacy and policy development

### Country and project background

Malaria Consortium is one of the leading implementers of Seasonal Malaria Chemoprevention (SMC) Starting with an early implementation pilot in Nigeria in 2013, we then led the rapid scale-up of SMC through the Achieving Catalytic Expansion of Seasonal Malaria Chemoprevention in the Sahel (ACCESS-SMC) project in 2015–2017, reaching close to 7 million children in Burkina Faso, Chad, Guinea, Mali, Niger, Nigeria and The Gambia. Since 2018, Malaria Consortium has continued to implement SMC in Burkina Faso, Chad and Nigeria, mainly using philanthropic funding received because of being awarded Top Charity status by GiveWell. In Burkina Faso, SMC has been supported 2 Last updated 23/03/2022 by the NGOs Alima and TdH in its pilot phase in 2014. In 2015, Malaria Consortium started its support to the MoH/PNLP through 11 HD and the World Bank and UNICEF covering respectively 4 and 2 others HD. From 2016 to 2021, Malaria Consortium supported the implementation of SMC through the following number of HD: 29, 37, 18, 23, 23, and 27. The number of supported HD has decreased thanks to Malaria Consortium advocacy to get other partner interest and funding for SMC. As of 2021 and based on a 5 cycles SMC acceptability and feasibility study held in 2019 in Mangodara HD, Malaria Consortium supported 11 HD to implement a 5 cycles SMC over 19 HD. Malaria Consortium has 25 staff with a Senior Management Team that is composed of 9 people. **The Finance Lead-Consultancy Firm** will participate in the weekly meetings of the Country SMT members.

### **Job purpose**

**The Finance Lead-Consultancy Firm** is responsible for managing the finance function in Burkina Faso, ensuring full compliance with government requirements, reframing the Finance Team structure and finance and accounting bottlenecks and pending issues for more efficiency, overseeing donor and core budgets preparation/forecasting, management and reporting, ensuring all financial and accounting management as per donor and internal procedures and policies, serving as internal and external audit first line support.

### **Scope of work**

To provide a pro-active, efficient, timely and relevant finance service to the technical and operations departments including project reports at a level of detail necessary to manage budgets effectively, ensuring proper books of account are maintained in compliance with local law and Malaria Consortium financial management policies and procedures and timely management and financial accounting reports are provided to regional and head office staff as laid down in the reporting timetable and to be part of the Senior Management Team of the country team. **The Finance Lead - Consultancy Firm** will provide a semiannual work plan (At the beginning of his assignment) to deliver all the expected outputs and to ensure a smooth handover with a permanent staff at the end of his contract.

### **Key working relationships**

**The Finance Lead-Consultancy Firm** will line manage the Burkina Faso Finance team and will interact with the Finance Support Manager for West & Central Africa (FSM) and Finance Support Manager for SMC to meet the global reporting needs of Malaria Consortium. The Finance Lead Firm is expected to take work closely with the management, technical and operations team in the country.

### **Key accountabilities**

#### **Financial Management (40%)**

- Reviewing the annual budget and forecasts developed by designated project leads and ensure timely submission to and approval by the Country Director.
- Coordinate with the Country Director on oversight of the country budget management, including monitoring expenditure against the approved budgets
- Ensure effective and efficient management of the resources of the country
- Guide effective project start up and closure activities for finances, providing support to Programs Managers and country leadership, as appropriate
- Throughout the project cycle regularly monitor and review financial implementation to ensure contractual compliance and timely reporting
- Together with the Country Director, ensure program staff take responsibility for and understand project expenditure, financial accountability and planning requirements.
- Make quarterly visits to the field offices, project sites and partners to ensure quality in all aspects of finance management if needed.
  - Ensure project financial reports for donor and partners are prepared according to donor requirements; submit reports to the Project Manager for sign off, and to Head Office for review prior to submitting to the donor.

### **Financial Accounting (25%)**

- Ensure monthly transactions are entered in the General Ledger accurately and on a timely basis
- Act as a cheque signatory taking primary responsibility for checking the validity and account coding of payments
- Approve advances for field activity and staff travel, ensuring proper process for disbursement of funds, correct documentation and the settlement of advances in a timely manner.
- Maintaining the integrity of the balance sheet by checking and validating:
  - a) monthly bank reconciliations, following up outstanding items
  - b) purchase ledger reconciliations
  - c) staff advances and other debtors
  - d) sundry creditors and all other creditors
  - e) check the fixed assets register is up to date monthly
- Submit the monthly checklist to the Country Director and Finance Support Manager in line with Malaria Consortium reporting checklist and timetable.
- Approve the monthly payroll, ensuring direct transfer to staff salary accounts and remitting the payroll deductions to the correct government authorities.
- Keep appropriate filing system and supporting document by transaction to meet good financial record keeping standards
- Work jointly with the Finance Support Manager to improve financial systems in the country office, recommending change as part of the global improvement to provide timely and appropriate financial information to budget holders and donors.

### **Management Accounting (20%)**

- Ensure monthly management accounts are reviewed, and variances are acted on by budget holders; report to the Country Director, on the variances and the corrective action that will be taken.
- Prepare rolling forecast and monthly cash flow projections for the country office for submission to the Head Office.
- Oversee the tracking of financial management against work plans and budget
- Update the Country Director on the financial status of projects, identifying areas of concern, recommending corrective measures in areas of underperformance, as appropriate and provide support for agreed actions implementation
- Monitor timeliness and quality of donor financial reporting and internal reporting of designated projects
- Work with the country programs staff on new business development proposals, including the collation of cost information and preparation of budgets in line with detailed activity work plans.

### **Legal, security and Risk Management (10%)**

- Coordinate with the auditors to complete the required statutory audits;
- Manage all in-country project audits and facilitate any required global audits, both external and internal.

- Conduct spot checks in main and field offices to ensure internal controls are working
- Draft and review project and financial contract details (ToR, deliverables, reporting, time frame etc.) and take part in financial negotiations on behalf of Malaria Consortium as appropriate
- Ensure, in conjunction with the Country Director and Chief Finance Officer, compliance with all local legal requirements, including tax, pensions and insurance.
- Identify and assess risks facing the country program and develop mitigation strategies along with the Country Director, participating in the Country Management Team update of the risk register
- Support the Country Director to complete any recommendations from audits or other reviews as captured on the organization's action tracker.

#### **Additional Responsibilities (5%)**

- Represent and promote Malaria Consortium as a quality partner and specialised technical agency at every opportunity.
- Ensure Child Safeguarding Policy, other related policies are implemented.
- Perform other duties as required by the Country Director or his delegate.

#### **Firm specification**

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

###### **Essential:**

- Qualified ACA, ACCA or CIMA Accountant (non-negotiable)
- Extensive experience in a finance team, with at least four years in a similar role Experience in training finance and non-finance staff and building staff capacity
- Working knowledge of accounting software
- Fluent in English and French, both written and verbal communication skills

###### **Desirable:**

- Expert in SYCEBNL, Knowledge of NGO donors and their financial reporting requirements particularly donors such as the US Government, DFID and the Global Fund to Fight AIDS, Tuberculosis and Malaria.

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

###### **Essential:**

- Excellent computer skills with high proficiency in Microsoft Excel
- Good analytical and reporting skills
- Excellent interpersonal and communication skills
- Strong ability to be able to manage and prioritize multiple tasks
- Experience in training and developing finance staff