

Department: Services

Responsible to: Head of Services

Location: Malawi

Contract length: Permanent

Our vision

That every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.

Our mission

To enable people to offer their money, goods, skills, time, or prayer, and through this involvement, provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities.

Our values

Confidence in the innate goodness of people – respect the dignity of every human being and family life – good stewardship of resources entrusted to us.

Job purpose

Reporting to the Head of Services, the Finance Manager (FM) is responsible for the integrity of financial information and the timeliness of financial reporting. The FM will be mainly responsible for supervision, maintenance, accuracy and reporting of all financial activity including budgeting, day to day financial operations, and the preparation of all routine financial reports required for internal and external parties ensuring compliance with organizational, regulatory, and statutory requirements. The FM will demonstrate strong leadership capabilities and Mary's Meals competencies through working closely with the team to help it exceed.

Key activities

Financial Management

- Oversee the efficient and effective use of Mary's Meals Malawi's accounting platform and other finance systems;
- Monitor project and core spending against agreed budgets to identify potential project under or over-spends and liaise with Head of Services to recommend the required appropriate remedial action (e.g. project extensions, budget re-allocations);
- Review and approve payment vouchers prepared by the finance team.
- Maintain banking relations and plan, monitor and control country office cash flow requirements and security.
- Support the Head of Services in formulation, development, implementation and revision of Mary's Meals Malawi Finance policies, procedures, and manuals.
- Ensure adherence to Mary's Meals' Malawi Finance Manual and the effective, transparent use of financial resources in compliance with Mary's Meals policies and procedures, including the development and review of internal controls.
- Develop, implement, and maintain appropriate information systems, including the accounts/financial information maintained on the country's accounting system.
- Ensure compliance with all local tax legislation, including employee tax deduction and statutory reporting to the Malawi Revenue Authority.
- Ensure the integrity of financial records and accounting system and that all transactions are up to date and recorded accurately.
- Support the Head of Services with monitoring finance, risk management, and internal control systems to ensure compliance with appropriate standards and procedures.
- Maintain all balance sheet reconciliation's ensuring that all relevant back up documentation is accessible.
- To review stock additions in FleetIT done by the Accounts Assistant, ensuring that stock quantities and purchase value agree to source documentation.

Budgets

- To assist the Head of Services with the preparation of accurate annual country budgets and quarterly forecasts in accordance with MMI instructions guidelines.
- Circulate Budget/forecast v Actual reports to SLT and advise on key budgetary and expenditure issues.
- Assist the Head of Services in the preparation of project budgets for submission to donors.

Reports

- Review all financial information before submission to the Head of Services and subsequent onward submission to MMI. This includes detailed review in accordance with MM month and year-end procedures.
- Prepare timely monthly management reports and cash requests to be submitted to MMI;
- Prepare donor reports, in a timely manner, and ensure they are consistent with underlying budget assumptions;

- To prepare year-end financial statements and accompanying statutory accounts and notes required for audit.

Staff Management

- Provide technical support and coaching to the finance team and develop capacity of any other relevant staff in financial management;
- Develop a high performing and accountable team through coaching, mentorship and performance management;
- Set stretching goals for the finance team, and personally work to ensure that those goals are achieved;
- To manage the Mary's Meals Malawi finance team helping them to prepare detailed work plans that achieve the objectives of the finance team;
- Develop and use a robust system of management and follow-up to ensure deadlines are adhered to.

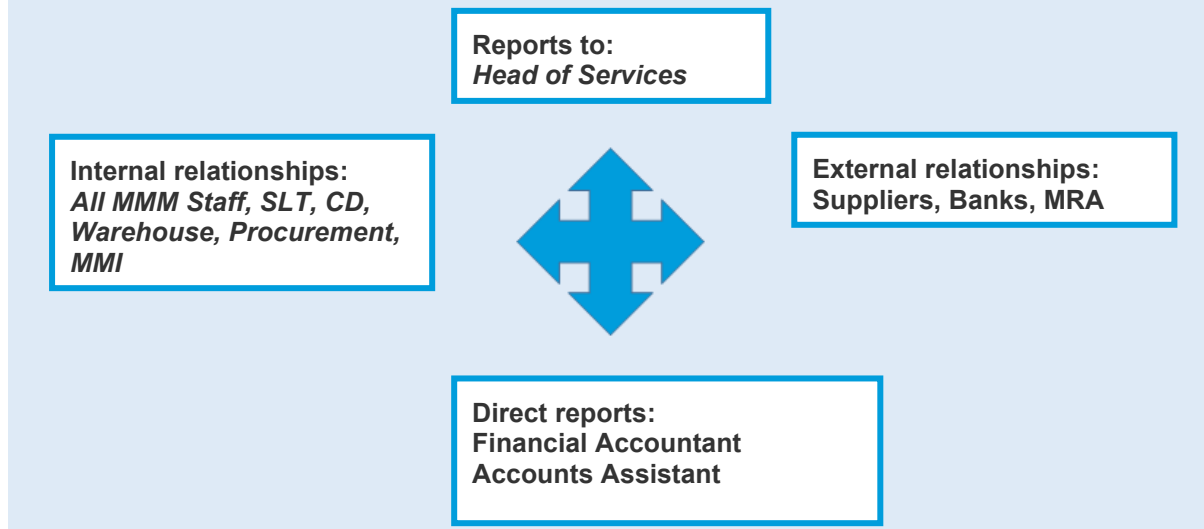
Audit

- To liaise with MMI and the Malawi Head of Services to arrange and ensure timely completion of the year-end external audit and submission of year-end deliverables to MMI;
- Work with internal auditors, providing feedback to audit reports, and acting on recommendations made;
- To organize any internal project audits as required.
- Support with developing and implementing Risk Management systems.

Safeguarding

- Work with the Safeguarding Advisor to allocate dedicated budgets for safeguarding activities and monitor their utilization to ensure transparency and accountability.
- Support safeguarding audits and investigations by providing timely, complete, and accurate financial documentation.
- Ensure finance staff under his/her supervision complete mandatory safeguarding trainings and understand expected standards of conduct as outlined in the Personal Conduct Policy.

Key relationships



Qualifications, skills and experience	Essential	Desirable
A Degree in a relevant field/subject.	✓	
At least 5 years' experience in a similar role	✓	
Good communication skills across all levels and with a wide range of different people with Fluency in English	✓	
Certified Accountant (ACCA) and registered accountant in Malawi (ICAM)	✓	
Good computer skills, with experience using ERP systems for financial reporting and Microsoft applications	✓	
Excellent organizational and analytical skills, paying close attention to detail	✓	
Ability to analyse information, evaluate options and to think and plan strategically	✓	
Ability to identify needs and pro-actively make improvements	✓	
Experience in preparing financial statements and management accounts	✓	
A practical, solution oriented pragmatic person able to exercise	✓	

initiative and sound judgement, who will work at every level to get the job done.		
Team management experience, including leading, engaging and motivating a dynamic team	✓	
Ability to work under pressure and meet urgent deadlines	✓	
Ability to work with minimal supervision meeting organizational objectives	✓	

Mary's Meals International team member competencies

All Mary's Meals International employees approach their role in line with the 7S competency model.

Self	<ul style="list-style-type: none"> • I demonstrate resilience • I lead by example • I'm authentic and true to Mary's Meals values • I develop myself and set stretching goals
Service	<ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement • I work to ensure our future will be even better than our past
Simplicity	<ul style="list-style-type: none"> • I communicate effectively • I follow clear decision-making criteria • I create plans that are easy to follow and contribute to organisational goals • I embrace inclusivity and diversity • I focus on delivering results
Stewardship	<ul style="list-style-type: none"> • I pay attention to the things that matter – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account
Strategy	<ul style="list-style-type: none"> • I have a point of view about the future • I know our stakeholders and see our priorities clearly • I help others to work in ways that have the greatest impact • I work to deliver my objectives
Strengthen	<ul style="list-style-type: none"> • I contribute to a positive work environment • I help and support those around me
Success	<ul style="list-style-type: none"> • I maintain my technical competence • I contribute to the success of my team • I am accountable • I embrace change

Changes to the job description

As the organisation evolves, job descriptions may need to be reviewed and if appropriate, changed. Such changes may be initiated as necessary by the manager of this position in consultation with the employee. This job description may also be reviewed as part of preparations for the annual Personal Development Review.

Declaration of acceptance

I have read this job description and accept it.

Employee name.....

Signed Date.....