

Job Description

POSITION:	Head of Finance and Support Services (Malian nationals only)
DEPARTMENT:	Mali Country Office
REPORTS TO:	Country Director
LEVEL:	BG 10



DUTY STATION:	Bamako, Mali
CONTRACT START DATE:	December 1, 2025 (negotiable)
CONTRACT END DATE:	1 year Contract Determined Duration; potential for renewal

Application Submission through DCA global:	Head of Finance & Support Services (Malian nationals only / national position) I DanchurchAid
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POSITION OBJECTIVES

The Head of Finance and Support Services (HoFSS) will be responsible for overseeing the organization's support functions, including finance, administration, procurement and logistics. The person plays an important role in supporting DCA staff and partners to ensure quality support services are available to enable team members to achieve their mission in Mali. This individual will be responsible for developing and implementing strategies to ensure that the organization's support services meet or exceed partner and employee expectations, while also ensuring that these services are delivered efficiently and effectively.

In this role you will use your skills to maintain strong relationships within your team as well as with the programme team and partners, by fostering a culture of excellence, continuous improvement, and partnership.

The Head of Support Services will lead a team of support professionals, including managers, officers, and support staff. The HoFSS plays an important role in overseeing and coordinating activities with their team, across DCA's portfolio in Mali through supportive supervision, mentoring and coaching of staff.

This position is part of the senior management team of the country office and the job description entails acting in a senior position when required.

Regardless of the content of this job description the employee is expected to participate in any task necessary for the organization delegated by the manager at all times.

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PURPOSE	Adapt	• Manage a team of support professionals, including managers, officers, and other support staff to achieve organizational objectives on time and with high quality. This includes providing guidance and support to team members and ensuring the team's overall effectiveness and productivity. • Develop and implement policies, procedures, and controls that ensure the accuracy and integrity of financial and resource management in the country office. • Ensure the preparation, review and timely submission of accurate and high-quality financial reports, proposals and other analytics, including balance sheets, income statements, and cash flow statements. • Manage support-related budgets, including staffing, technology, and other resources. Ensure that budgets are managed effectively and that costs are controlled. • Lead the annual budgeting and forecasting processes, working with department heads to develop realistic and achievable financial targets to achieve strategic objectives. • Work with other departments to ensure that support services are integrated with other business processes and are efficient and effective. • Work closely with HQ advisors and Global Finance and Procurement teams to ensure compliance with all standards and guidance across the support functions. • Engage with Country Office leadership to ensure a support structure fit for purpose and to achieve strategic objectives.
ENGAGEMENT	Persuade	• Provide regular reports to senior management on support services performance, including employee / partner satisfaction, and other key metrics. • Monitor and analyse financial performance against budget, support monthly budget analysis between finance and programming staff, and work with staff to ensure variances are reported in a timely manner to senior leadership. • Stay abreast of industry trends and best practices related to support services. Use this knowledge to drive continuous improvement in the organisations support services. • Participate actively in internal processes/meetings to advocate for approaches that are appropriate for the Mali context and that take into account the needs of DCA staff • Building and maintaining relationships with internal and external stakeholders, including banks, auditors, investors, suppliers, landlords, and other financial/administrative partners. Managing relationships with regulatory agencies and ensuring compliance with financial regulations.
DELIVERY	Adapt the project cycle	• Develop and implement strategies to ensure that the organization's support services meet or exceed staff and partner expectations, while also ensuring that these services are delivered efficiently and effectively. • Oversee the preparation and filing of tax returns and other regulatory compliance matters, in line with OHADA standards and SCYCEBNL requirements. • Collaborate with other senior leaders within the organization to develop and execute strategic plans that support business growth and mission objectives.

CANDIDATE PROFILE

Required Experience:

- At least 5 years of experience in a senior role covering at least one of the areas of responsibility (finance, admin, logistics).

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- At least 5 years of experience working in the development or humanitarian sectors, preferable with an INGO.
- At least 3 years of experience in a managerial role.
- At least 3 years of experience in a finance-focused role.
- Experience working in a cross-cultural environment.
- Experience with international donors, including but not limited to: ECHO, SDC, PRM, USAID/USG, UN agencies.
- Fluency with Microsoft Office tools (Word, Teams, Excel, etc.).
- Fluency in written and spoken French and English.

Preferred qualifications:

- Experience managing teams in remote and insecure contexts.
- Excellent leadership, team building, and communication skills.
- SYCEBNL training and experience.
- Ability to manage multiple complex tasks simultaneously.
- Demonstrated capacity to proactively manage competing priorities.
- Demonstrated experience with strategic and mission/values-based decision making.
- Experience in enforcing policies and procedures.
- Fluency in Bambara or another local language used in Mali.

SUBMISSION TERMS AND CONDITIONS

Application files must be sent to this link:

Link [Head of Finance & Support Services \(Malian nationals only / national position\) | DanchurchAid](#)

Deadline for submitting applications: 05/11/2025

Female candidates are strongly encouraged to apply.