



## JOB DESCRIPTION

### Finance Operations Manager

**Department:** Finances

**Report to:** Regional Finance Director

**Direct reports:** country finance managers

**Location:** Abidjan/Bamako

#### About Musso

Musso believes that no one should die waiting for health care. We build health systems to save lives by reaching patients faster, within hours of becoming ill. To do this, we partner with communities facing extreme poverty. Musso has spent more than a decade creating and improving our proactive care model, preparing it to serve the global effort for universal health care. We have documented rapid improvements in the health of the populations we serve: a 2018 study found that the communities we care for in Mali, which previously had some of the highest infant mortality rates in the world, now have lower infant mortality rates than any other country in sub-Saharan Africa for five years and have finally reached a rate comparable to the United States. Access to patient care has increased tenfold. Musso is now serving the governments of Mali and Côte d'Ivoire in their efforts to translate the results of this research into national policy and practice.

We are providing proactive health care to 370,000 patients in peri-urban and rural areas of Mali, and in 2022, we are expanding our direct service to several districts in Côte d'Ivoire, ultimately reaching an additional 247,000 patients. Musso's team provides technical assistance that helps several governments build their national community health and primary care systems to pursue universal early access to care, maternal health, and child survival. We integrate rigorous academic research and strategic advocacy to identify and share strategies that can accelerate global efforts for child survival, maternal health, and universal health care. Given the transformations in health care access and survival that Musso has documented, over the next five years, our direct service, research, and advocacy will work to advance a new model of care for community health systems. To learn more about our work, visit [www.mussohealth.org](http://www.mussohealth.org).

#### Role Purpose

The Finance Operations Manager provides financial leadership and expertise in financial accounting, compliance and controls to country finance teams, working closely with senior finance staff to ensure timely, quality completion of all accounting processes and control/compliance reviews and providing analysis and decision support to Country Finance Directors and Regional Senior Leadership Team.

#### Responsibilities

- Custodian of and expert in all financial accounting and financial control policies, procedures, and processes. Conduct monthly and quarterly reviews and assessments based on agreed finance reports and KPIs. Perform quality reviews and analysis of periodic financial returns as well as the relevant finance KPIs as agreed with the Regional Finance Director. Provide feedback and technical support to country offices (COs), to improve effectiveness in financial controllership. Comprehensive financial reviews will include performance analysis, and timely and accurate completion of the following : balance sheet and associated balance sheet account reconciliations, income statement, proper coding of transactions (including aligning with budgets/forecasts, for restricted grants, etc.), cash, adequacy of adherence to generally accepted accounting principles and MUSO's financial procedures etc... Ensure country offices address the issues in a timely manner.
- Ensure the verification and validation of transactions according to the SoD
- Oversight of country offices ensuring compliance with local laws, taxes, regulations, Muso/donor policies and procedures.
- Manage and consolidate the regional finance data. Based on comprehensive analysis and knowledge of countries, contribute in prioritizing and flagging high and medium risks backed by financial and narrative commentaries. Continuously seek to improve the quality and impact of management financial information for decision support. Provide relevant and timely information to management in the COs RO and centre.
- Regular country office and regional office finance committee preparation and follow-up, as requested.
- Assist COs with daily operations including treasury management, cash transfers approval, intra-country billings etc... Trouble shooting in finance and accounting - assist the COs to fix specific problems that they cannot solve on their own and /or source technical support to assist the COs.
- Capacitate CO finance teams to ensure quality and timely reporting on internal policies and procedures. Provide orientation for new finance staff in country offices on MUSO Policies. Ensure all COs have updated copies of the Muso policy and procedures and help COs develop and improve local policies and procedures that are realistic and conform to general principles. Provide policy clarifications and assistance to the COs as new policies get rolled out.
- Year-end and audit oversight/coordination. Technical leadership for COs in preparing for internal and external audits and in responding to audit issues and follow up with the implementation of the audit recommendations.
- Technical interface with accounting software support and software development team on accounting, controls, and compliance.
- Review and continually improve country office key performance indicators and essential standard performance.
- Support development of financial reports and budgets for Muso's donors, as requested.
- Ensure financial system updates and Maintenance for the region (Staff user IDs, role-based access, vendors, etc.)
- Serve as a champion of cost effectiveness and ensure that countries within the Region are operating within a sustainable cost base.

- Understand and mitigate key elements of the company's risk profile and regularly report risk issues to the FRD.
- Perform other duties as assigned by the supervisor.

## **Profile required**

### Core competencies

- Computer fluency; highly competent using MS Word, Excel, PowerPoint, and experience working in complex financial systems under ORACLE, including NetSuite.
- At least five years of country office financial management experience in not-for-profit organization (with US GAAP knowledge important)
- Experienced in preparing both financial and management finance statements and accounts, including for overseas offices.
- Experience of working in a fast-paced environment with high levels of change and quick turnaround times, whilst delivering to the highest standards.
- Ability to synthesize information and propose solutions; to work independently and judge when to ask for advice or inputs.
- Excellent communication skills (written and oral French – English is a plus), including the ability to communicate and present to key stakeholders at all levels within the organization.
- Ability to travel frequently to sites within Mali, Cote d'Ivoire and other potential international locations.
- Excellent attention to detail; planning, management, and coordination skills.

### Technical and Academic requirements

- Master's in accounting, audit or other related fields.

### Behaviors and Leadership

- Cultural awareness and the ability to work collaboratively in an international environment with people from diverse backgrounds and cultures.
- including the ability to communicate and present to key stakeholders at all levels within the organization.
- Strategic finance business partner with strong influencing skills, sharp business acumen and sound judgment

## **Salaries and Benefits**

We offer an attractive compensation policy and health insurance. This position will receive time off in accordance with local regulations. This role will also receive support for professional development opportunities.

Muso is an equal opportunity employer. We believe in creating a diverse community and strongly encourage people of color, female candidates, as well as candidates with lived experience in underrepresented communities to apply.

This new position is an incredible opportunity for any candidate to apply their technical skills to a strategic management and leadership role that creates significant impact for patients on a large scale.

**To apply**

To apply to the Finance Operations Manager, please submit a resume and cover letter to [careers@musohealth.org](mailto:careers@musohealth.org) with Finance Operations Manager Application in the subject line. Only shortlisted candidates who submit both a resume and cover letter will be contacted. The application deadline is rolling, but interested applicants are strongly encouraged to apply as soon as possible.

PS: Candidates identifying as minorities are encouraged to apply