



### **General information**

**Position Title:** Consortium Finance Coordinator

**Country:** CAR

**Base:** Bangui with regular travel to field locations

**Duration:** 1 year rolling contract subject to funding confirmation

**Start Date:** 1<sup>st</sup> July 2023

**Closing date of applications:** 14<sup>th</sup> May 2023

**Reporting to:** MENTOR HQ consortium Manager

**Job requirements:**

- French and English is compulsory
- At least 5 years experiences in NGOs finance management
- A prior experience in finance auditing programme and/or consortium finance management will be an advantage
- Ideally a prior experience working in complicated security contexts
- Excellent communication skills

***The Mentor Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud. The Mentor Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.***

To apply, please send your CV, letter of motivation and details of three referees (including your most recent employer) to: [recruitment@mentor-initiative.org](mailto:recruitment@mentor-initiative.org)

### **TERMS OF REFERENCE**

#### **Consortium Finance Coordinator**

**Overall Job Purpose:**

From July 2021, The MENTOR Initiative (MENTOR) will continue as the Lead Agency of a FCDO-funded Consortium of NGOs focused on improving healthcare delivery across a select group of regions in CAR. The Consortium Finance Coordinator will work within a robust Consortium Coordination Team alongside with a Consortium Coordinator to ensure effective management and delivery of the Consortium aims and objectives. The Consortium Finance Coordinator will, with oversight and support from the Consortium Manager at HQ in the UK,

ensure the financial integrity of the Consortium, oversee Consortium partners to guarantee timely and high-quality donor-reporting and work with the Consortium Coordinator and Consortium partners to ensure the application of rigorous compliance standards.

The main responsibilities of this post include:

**Consortium Financial Management:**

- Coordinate all in-country financial aspects of this multi-year project with partners.
- Ensure that all financial field data is received on time monthly and quarterly.
- Complete the consolidation of the quarterly financial reports with support from MENTOR's HQ Finance Team.
- Assist the rest of the Consortium Coordination Team to ensure compliance with all legal aspects of the Accountable Grant Agreement between FCDO and MENTOR and sub-agreements between MENTOR and partners.
- Work with the Consortium Coordinator and partner's management, programme and admin/finance teams to explore ways of integrating FCDO's Value for Money (VFM) into procurement, project delivery and reporting.
- Ensure that Value For Money monitoring is introduced and maintained by partners.
- Ensure reported or forecast expenditure is rational when checked against proposed or reported activities.
- Ensure regular audits of partner funded operations.

**Consortium Financial Integrity:**

- Scrutinise partner forecasts and financial reports with a view to monitoring burn rates and identifying any irregularities.
- Participate in monthly HQ-led conference calls with the country team looking at finances, workplans and forecasts.
- Identify any partner training needs or areas for support, provide guidance to partners on how to improve and seek input from HQ.
- Examine partner paperwork in field to ensure that all processes and procedures are adhered to.
- Ensure that all suppliers across the Consortium are subject to relevant security checks including but not limited to the following: OFAC check, UN check, SAM check.
- As required, investigate aid diversion incidents and provide reports in a timely manner to HQ and external parties.
- As required support third party, internal and external evaluation and investigation processes.

**Consortium Administration:**

- Act as the focal point for all in-country financial requests from partners.
- Where necessary, and in collaboration with the Consortium Coordinator, liaise with Government Ministries and local parties on aspects relating to the financial management of the Consortium.
- Provide backstopping support to the MENTOR finance team in-country.
- Ensure Consortium Assets are being annually checked, maintained and retained.

- Regularly check that consortium consumables such as pharmaceuticals are being stored and managed in line with international standards and organisational policy, and distributed rationally.

**Consortium Support:**

- Take part in all Consortium Coordination meetings in-country and communicate any relevant actions or suggestions to the Consortium Manager.
- As required represent the consortium to donors and other external partners.
- Meet with the financial teams from partner organisations at least monthly and ensure weekly communication to troubleshoot any issues and identify areas for increased harmonisation of approach.
- Track lessons learnt in finance and compliance and share these regularly with partners.
- Work with partner organisations to track their progress in implementing the recommendations of recent internal and external evaluations and audits.
- As required, travel to partner field sites in CAR to ensure the financial integrity of their systems and processes.

As The MENTOR Initiative is working in a constantly changing humanitarian aid environment, reasonable specific work duties may be requested that may not fit into the above job description, but which will help promote over all programs goals and aims.