



JOB DESCRIPTION

Grants Manager

Department: Finances

Report to: Regional Finance Director (RFD)

Direct reports: N/A

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 rapid 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, Côte d'Ivoire and Zambia in their efforts to translate the results of this research into national policy and practice.

We are providing quality, timely health care to over half a million patients in Mali and Cote d'Ivoire and delivering technical assistance to help three government partners to 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.

Role Purpose

The Grants Manager provides leadership and expertise in grant management, compliance and controls to the organization, working closely with senior Finance and Development staff to ensure timely, quality completion of grant management related processes and providing analysis and decision support to Country offices and Leadership Team.



Responsibilities

Developing self and others

- Support the development and performance of the Grants Management function
- Support Development Team on orientations and staff training for grants management procedures, donor requirements etc. for Musso staff and partner organizations.
- Build relationships across Country Offices, the Region and the US and escalate issues as required

Communicating with impact, negotiation

- Provide Financial support to proposal development and review processes, including development of detailed budgets and budget narratives that correspond to proposed work. Also provide advice on donor compliance requirements to ensure high quality proposals. Ensure budgets proposed respond to donor requirements and align with Musso's values, strategy, annual operational budget and funding gaps.
- Coordinate the processes for donor financial reporting to ensure that reports are high quality, delivered on time, and supported by auditable records.
- Maintain effective communications with line manager and dev. team regarding donor related issues
- Lead Close out process and work with relevant units of the Development Programme and TA teams to ensure grants are closed out on time, especially on financial aspects
- Coordinate with donors' auditors as necessary

Compliance (systems, processes, donor)

- Clear understanding of Musso processes and key donor financial requirements, and support teams across CO to ensure all opportunities, proposals, contracts and amendments are compliant.
- Ensure potential financial issues and amendment requests are flagged promptly to the RFD, CFO, and CPO.
- Manage systems for tracking the spending down of restricted funding against the donor approved budget.
- Ensure with Dev. Team that all partners and sub-grants agreements undergo legal vetting, are input into and approved through Musso systems and compliant to policies and procedures.

Monitoring and analysis

- Co-ordinate with respective budget holders in order to ensure grant budgets are correctly allocated and aligned.
- Lead the financial analysis in general and especially variances issues and resolution by collaborating with other teams



- Ensure award management systems and processes are successfully implemented, and key controls are in place to support effective portfolio management and compliance with donor requirements.
- Ensure regular award monitoring across the country office and facilitate regular meetings with key stakeholders to ensure individual award financial performance is being tracked effectively, and that risks and issues are being recognised and action taken.
- Support the development of annual budgets with respect to allocation of restricted funds
- Provide regular management information to the RFD, CPO and CFO on the performance of the allocated portfolio.
- Support the implementation of plans to address any performance issues identified through management information and KPI results
- Understand and mitigate key elements of the organisation's risk profile and regularly report risk issues to the RFD.
- Perform other duties as assigned by the supervisor.

Profile required

Core competencies

- Strong financial skills including grants budgets development, and monitoring of spend across grant portfolios
- Grant Management leadership, portfolio management and strategy
- 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 financial and grant management experience in not-for-profit organization (with US GAAP knowledge important)
- Experienced in preparing donors' budgets and financial reports.
- Experience 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 input.
- Excellent communication skills (written and oral in both French & English), 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

- Bachelor's in accounting, finance, or other related fields.
- A degree or certificate in project management will be a plus.



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.

Musso 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 a significant impact for patients on a large scale.

To Apply

To apply to the Grants Manager, please submit a resume and cover letter to **careers@mussohealth.org** with Grants 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