



**RECRUITMENT NOTICE No. 004/ACF/2020**

**TERMS OF REFERENCE FOR THE RECRUITMENT  
OF THE FINANCIAL & GRANTS MANAGER**

<b>POSITION TITLE</b>	<b>Financial &amp; Grants Manager (local)</b>
<b>JOB STATION</b>	<b>Bamako - Mali</b>
<b>OPENING DATE</b>	<b>March 31, 2020</b>
<b>CLOSING DATE</b>	<b>April 25, 2020</b>

<b>CONTEXT AND OBJECTIVES</b>	<p>The African Culture Fund (ACF) is a pan-African organization registered in the Republic of Mali with which a Headquarters Agreement has been established. It aims to support and accompany the cultural and creative sector of African countries.</p> <p>The vision carried by the Fund is to ensure the prosperity of the creative sector through the professionalization of artists and cultural players. It is intended to be bold, inclusive and easy to access for all African cultural actors.</p> <p>Specifically, the Fund's mission is to: (i) promote and support cultural creativity and capacity building for actors; (ii) support cultural entrepreneurship and artistic production; (iii) promote the circulation and distribution of African cultural goods and services; (iv) improve freedom of expression; (v) improve working conditions and income and protect the rights of artists and creative practitioners on the African continent.</p> <p>The implementation of the orientations and the strategic action plan of the Board of Directors of the Fund is ensured by an Executive Management which, within the framework of the development of its activities, seeks a qualified and experienced person to occupy the position of a Financial &amp; Grants Manager.</p> <p><b>This call for candidates is local and concerns Malians and people resident in Mali.</b></p>
<b>FUNCTIONS AND RESPONSIBILITIES</b>	<p>Under the authority of the Executive Director, the Financial &amp; Grants Manager of the Fund will ensure financial management as well as grant management. In this regard, he / she will perform the following functions:</p> <p>Financial management:</p> <ul style="list-style-type: none"> <li>• Supervise and manage all financial, logistical and contractual aspects of the Fund;</li> <li>• Ensure that contractual and financial obligations are in accordance with the rules and procedures of the Fund and national and international regulations;</li> <li>• Establish and implement with the Accounting Officer the financial management policies and procedures of the Fund;</li> <li>• Ensure the annual budget planning and monitoring of the Fund;</li> <li>• Open and maintain the bank accounts required for the activities of the Fund;</li> <li>• Supervise and manage the disbursement of funds related to the expenses and transactions of the Fund;</li> <li>• Maintain project financial reporting systems and generate financial reports in accordance with the policies and procedures described in the Fund's financial management manual;</li> </ul>

	<ul style="list-style-type: none"> <li>• Reconcile the accounts of the Fund and prepare financial reports for the monthly submission to the Executive Committee (EXCO) of the Fund;</li> <li>• Put in place and implement anti-corruption and fraud detection systems and processes for the safeguarding of Fund assets;</li> <li>• Prepare and participate in annual audits with audit firms;</li> <li>• Ensure that deadlines for financial and narrative reports and requests to donors are met and that all relevant documentation is shared with the Executive Management team, partners and beneficiaries.</li> </ul> <p>Grants management:</p> <ul style="list-style-type: none"> <li>• Ensure the preparation and budgetary monitoring of grants from the Fund;</li> <li>• Set up the subsidy management policy as well as the development of subsidy programs to apply for each call project;</li> <li>• Ensure the proper allocation of grant funds and coordinate the proper execution of grant programs;</li> <li>• Coordinate and follow the process of calls for projects and selection of projects;</li> <li>• Carry out field visits for monitoring and support to grant beneficiaries</li> </ul> <p>Administrative support:</p> <ul style="list-style-type: none"> <li>• Manage administrative relations with tax services, social services, municipal services, etc.;</li> <li>• Implement the policies and procedures for administrative management of the Fund according to the directives of EXCO;</li> <li>• Monitor and supervise the keeping of the Fund's personnel records according to the administrative regulations of the country where the Fund is located;</li> <li>• Train and supervise the operational and administrative staff of the Fund;</li> <li>• Perform any other tasks assigned to him/her by the EXCO or the Executive Director.</li> </ul>
<p><b>QUALIFICATIONS AND EXPERIENCES</b></p>	<p><b>Essential :</b></p> <ul style="list-style-type: none"> <li>• A Masters or advance university degree in accounting, finance, administration or equivalent;</li> <li>• Professional qualifications in accounting and finance management;</li> <li>• At least 5 years of relevant continuous work experience in a similar function;</li> <li>• Good knowledge of accounting, financial and administrative procedures in Mali or in countries with a similar environment;</li> <li>• Proven experience in supplying and preparing financial reports and analyzing budget variances;</li> <li>• High integrity, passion for excellence and good interpersonal skills;</li> <li>• Results-oriented and ability to work independently;</li> <li>• Good communication and analytical skills;</li> <li>• Perfect command of French;</li> <li>• Working knowledge of English would be an asset;</li> <li>• Relevant experience in the use of IT tools such as word-processing, spreadsheets and multimedia applications.</li> </ul> <p><b>Desirable :</b></p> <ul style="list-style-type: none"> <li>• Experience working in and / or with project funding organizations;</li> <li>• Master of accounting management software (SAARI, SAGE);</li> <li>• Experience in managing grants from international funding agencies.</li> </ul>

## HOW TO APPLY

Interested applicants are requested to submit their application including:

- A cover letter specifying the candidate's motivation;
- Curriculum Vitae detailing the candidate's professional experience;
- A copy of the highest degree;
- A certificate of nationality (for Malians);
- A certificate of residence (for people resident in Mali);
- Proof of work experiences;
- The contacts of three reachable reference persons.

Applications must be sent to the following addresses:

[applications@africanculturefund.net](mailto:applications@africanculturefund.net) with copy to [administrator@africanculturefund.net](mailto:administrator@africanculturefund.net) ; [r.nantchouang@africanculturefund.net](mailto:r.nantchouang@africanculturefund.net) and [president@africanculturefund.net](mailto:president@africanculturefund.net) no later than **April 25, 2020** at midnight GMT with the references of the call ("NOTICE OF RECRUITMENT No. 004 / ACF / 2020").

Only short-listed candidates will be contacted for interviews. The selected candidate will assume duty early May 2020.

**The African Culture Fund (ACF) is an organization that guarantees equal opportunities and women's applications are strongly encouraged.**