



Financial Management Systems Strengthening

Organization: Hope Through Health

(www.hthglobal.org)

Summary

Hope Through Health (HTH) seeks a consultant with strong nonprofit accounting and financial analysis and management skills to help with the process of developing new and enhanced administrative and financial management systems to support HTH growth across the US and Togo.

Structure

- Short term consultant project with travel to Togo, West Africa

Background

Hope Through Health (HTH) saves lives by making healthcare accessible and effective in Togo, West Africa. Since 2004, HTH has developed and implemented an integrated care delivery model to provide high quality healthcare to thousands of individuals living with HIV/AIDS throughout northern Togo. In 2015, the Government of Togo and HTH patients requested that HTH broaden services to serve more women and children. The Maternal and Child Health (MCH) program expansion, launched in August 2015, has allowed HTH to reinforce maternal and child health services at some of the poorest performing health centers in northern Togo.

HTH is now planning for an additional expansion to further test our model. HTH aims to develop the evidence base needed to convince the Government of Togo to adopt and scale our model nationwide, bringing healthcare to the nearly 5 million people in Togo who currently lack access.

Job Description

In an effort to develop a more comprehensive and sophisticated financial management system that would permit more complex expense tracking by grant (accounts), HTH will engage a consultant to conduct a short-term financial systems project. This project aims to analyze and assess HTH's current financial management system, then propose and build additional mechanisms to permit a greater level of sophistication in expense reporting, grants management and overall financial transparency. This newly enhanced financial management system will prepare HTH for anticipated future growth.

Key questions to be answered through this analysis are:

- What are the strengths and weaknesses of HTH's current financial management systems?
- What gaps must be addressed in order to improve the systems?
- How can those gaps best be addressed?
- What systems and procedures must be added to enhance the current system?

- How can those systems and procedures best be developed and implemented?
- How can the capacity of the entire administrative and financial management team be enhanced to support the new systems?

Scope of Activities

HTH and the consultant will define the specific activities needed to accomplish this Project. The following shall serve as a sample outline of key activities that HTH and the consultant can adapt:

Activity 1 – Assess HTH Current Financial System

The goal of this activity is to assess the strengths and weaknesses of HTH current administrative and financial management systems. To do this, this consultant will use a validated assessment tool, such as Mango’s Financial Management Health Check

(<http://www.mango.org.uk/guide/healthcheck>) and engage in the following activities:

1. *Document Review and Exploratory Interviews:* The consultant will first review relevant materials (audits, tax filings, etc.). The consultant will then conduct conversations with each of US-based Finance Director, US-based Executive Director, Togo-based Operations Director and Togo-based Operations team (via Skype in French) to better understand current systems and operations.
2. *Complete Formal Assessment:* The consultant will then assemble the relevant staff to complete the formal financial systems assessment (i.e. Mango Health Check) during a workshop style session.
3. *Report and Recommendations:* After collecting this information, the consultant will provide a series of recommendations on changes to be made to address any gaps or weaknesses identified in the current financial management system. These recommendations will be discussed with HTH staff members and a plan to address/improve weaknesses will be developed.

Activity 2 – New System Development and Implementation

The goal of this activity is to develop a proposal for an enhanced financial management system to permit greater sophistication in expense tracking and grants reporting. HTH receives financial support from a large number of donors, each with their own unique reporting requirements, timelines and specifications. In order to streamline reporting to an ever-increasing number of funders, HTH aims to improve our internal financial management systems. To develop this new system, the consultant will engage in the following activities:

1. *Exploratory Interviews:* The consultant will interview key staff and Board members to better understand the desired functionality of an improved system. These conversations will also acknowledge and address any weaknesses identified through Activity 1.
2. *System Design:* The consultant will propose modifications and enhancements to the current financial management system to enable greater functionality. This proposed design will be summarized in a policy and procedures guide, clearly detailing the responsibilities of each staff member. This proposed new system will be presented to HTH staff and Board members for feedback and modifications.
3. *Implementation Plan:* Once the proposed new system is approved, the consultant

will begin implementing the new system in partnership with HTH staff members in the US and Togo. Travel to Togo will be necessary during this period. Any necessary training, skills development or mentorship will take place during this period. HTH aims to have the new system fully operational by the end of this project period.

4. *Policy and Procedures Manual*: A complete and thorough financial policy and procedures manual will be developed and validated, providing guidance on full operations of the newly developed and implemented system.

Deliverables

This project is expected to produce the following deliverables:

1. Financial Management System Assessment Report (Word/PDF)
2. New Financial Management System (QuickBooks)
3. Policy and Procedures Manual (Word/PDF)

After building and implementing a strengthened financial system, this project will have laid the foundation for HTH to hire a full-time Finance and Operations Manager to manage the financial system needed for a rapidly scaling social impact organization.

Skills and Experience

- Minimum 2 years (preferred 5 years) experience in non-profit financial management
- Fluent in French and English

Interested applicants should email a resume to Hope Through Health's Deputy Director, Emily Bensen, at ebensen@hthglobal.org no later than January 6th, 2017.