

Head of Finance & Support Services (Malian nationals only / national position)

Deadline:
05-11-2025

Duty station: Bamako, Mali · Reports to Country Director

Contract type & start: 1-year fixed-term (with potential renewal). Start date: 1 December 2025 (negotiable).

About the role

DanChurchAid (DCA) is seeking a Head of Finance & Support Services (HoFSS) to lead core support functions - finance, administration, procurement, and logistics - and ensure high-quality, efficient services that enable our teams and partners to deliver results in Mali. As part of the senior management team, you'll drive strategy, compliance, and continuous improvement across support functions while fostering a culture of excellence and collaboration.

Key responsibilities

- Manage a team of support professionals, including managers, officers, and other support staff to achieve organizational objectives.
- Develop and implement policies, procedures, and controls that ensure the accuracy and integrity of financial and resource management in the country office.
- Ensure the preparation, review and timely submission of accurate and high-quality financial reports, proposals and other analytics, including balance sheets, income statements, and cash flow statements.
- Manage support-related budgets, including staffing, technology, and other resources. Ensure that budgets are managed effectively and that costs are controlled.
- Lead the annual budgeting and forecasting processes.
- Work with other departments to ensure that support services are integrated with other business processes.
- Work closely with HQ advisors and Global Finance and Procurement teams to ensure compliance across the support functions.
- Engage with Country Office leadership to ensure a support structure fit for purpose and to achieve strategic objectives.
- Provide regular reports to senior management on support services performance.
- Monitor and analyse financial performance against budget, support monthly budget analysis between finance and programming staff, and work with staff to ensure variances are reported in a timely manner to senior leadership.
- Stay abreast of industry trends and best practices related to support services.
- Participate actively in internal processes/meetings to advocate for approaches that are appropriate for the Mali context.
- Building and maintaining relationships with internal and external stakeholders, including banks, auditors, investors, suppliers, landlords, and other financial/administrative partners.
- Managing relationships with regulatory agencies and ensuring compliance with financial regulations.
- Develop and implement strategies to ensure that the organization's support services meet or exceed staff and partner expectations.
- Oversee the preparation and filing of tax returns and other regulatory compliance matters, in line with OHADA standards and SCYCEBNL requirements.

Required Experience

- 5+ years in a senior role in at least one area: finance, administration, logistics.
- 5+ years in the development or humanitarian sector (INGO experience preferred).
- 3+ years managerial experience and 3+ years in a finance-focused role.
- Experience with major international donors (e.g., ECHO, SDC, PRM, USAID/USG, UN agencies).

- Fluency with Microsoft Office tools (Word, Teams, Excel, etc.).
- Fluency in written and spoken French and English.
- Strong leadership, team building, and communication skills.
- Strong cross-cultural experience.

Preferred qualifications

- Experience leading teams in remote or insecure contexts; strong leadership and communication skills.
- Experience enforcing policies/procedures; ability to manage multiple complex tasks and priorities.
- SYCEBNL training/experience.
- Ability to juggle multiple complex tasks and priorities.
- Demonstrated capacity to proactively manage competing priorities.
- Demonstrated experience with strategic and mission/values-based decision making.
- Local language (Bambara) is an advantage.

Female candidates are strongly encouraged to apply.

Deadline for submission of interest is no later than 5th of November 2025. Apply by following this link: , clicking "apply," and answering the questions that follow. You do not have to upload a cover letter and CV at this point.

When the deadline has passed, we will send a technical test to relevant candidates and based on the results invite candidates to submit full applications.

Only shortlisted candidates will be contacted.

Work related travels are expected in this position.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.