



Mali Service Center

BP E 302, Point G/ FMPOS, Bamako, Mali - Tel. +223 2023 8313; +223 44 90 03 21/22

An Independent Financial Management and Administrative Services Organization for the Global Research and Development Community

FINANCIAL SERVICES

Accounting - tracks, verifies and reports all project expenses in accordance with Generally Accepted Accounting Principles (GAAP).

Cash Management and Control – establishes separate bank accounts for each MSC-managed project and ensures no commingling of funds across a variety of activities.

Financial Analysis – provides customized financial analysis reports to project managers, funding institutions and Malian partners. The reports ensure fiscal transparency and help clients make informed decisions about their project budgets.

ADMINISTRATIVE SERVICES

Standard Operating Procedures – assists clients with the development of standard operating procedures (SOP) to ensure that every aspect of project administration is conducted in an organized manner. These SOPs can be adapted to accommodate the funding institution's policies within the legal framework of Mali.

Liaison – effectively communicates with Malian decision makers and their international funding partners to ensure sound business practices are used to support research or development activities.

PROCUREMENT

Procurement Assistance – procures and delivers supplies and equipment on behalf of clients from local as well as biomedical international vendors.

Customs Clearance – uses a reputable clearing & forwarding agent to ensure efficient customs clearance of client's orders. The MSC expedites the clearance of perishable articles that need to be maintained under special conditions.

TRAVEL ASSISTANCE

Accommodation Booking – assists travelers with booking hotel accommodation overseas and completion of visa applications. The MSC also works with the funding institution to reserve accommodation for those travelers without a credit card.

Travel Funds Management – provides tools needed to accurately track and monitor use of travel allowances, disburses travel advances and per diem allotments as directed by the client.

Other Travel Services – The MSC provides assistance with conference registration and airline reservations.

HUMAN RESOURCES ASSISTANCE

Payroll Services – ensures timely processing and payment of payroll in accordance with applicable labor laws. The MSC professional staff has extensive knowledge and experience helping clients understand applicable Mali labor laws as well as payroll practices in Mali.

Human Resources Management Assistance – provides a range of services that help projects manage their human capital in an efficient and effective manner. These services include, maintaining personnel files with updated employment contracts, developing performance appraisal tools to help determine salary and grade increases, and tools to track employee leave and absences.

Recruitment Assistance - provides and/or develops SOP to guide clients through their personnel hiring process, which may include advertising positions, interviewing, selection and hiring of project personnel.

MALIAN COMPLIANCE REGULATIONS

Provides useful tools and resources to inform clients about requirements in the Malian Labor Code. For example, payment of INPS (Malian Social Security) and employer severance pay commitments. The MSC cannot provide legal assistance or counsel, but can direct clients to reputable law firms in Mali should the need arise.

Email MSC Director: dvannoy@MaliServiceCenter.org