



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Regional Finance Manager, West Africa Hub
REPORTING TO	Regional Program Manager, West Africa Hub
DEPARTMENT/UNIT	Saving Lives and Livelihoods Initiative (SLL)
DURATION OF THE CONTRACT	One (1) Year
DUTY STATION	Dakar, Senegal

Amref Health Africa is the largest international health development organization based in Africa. Working with and through African communities, health systems and governments, Amref's vision is for Lasting Health Change in Africa and remains committed to improving the health of people in Africa by partnering with and empowering communities, and strengthening health systems. With headquarters in Kenya, Amref Health Africa has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and West Africa providing services to over 30 countries. Employing over 700 staff and with an annual operating budget of approximately \$90 million, Amref Health Africa is a knowledge resource for donors and partners. For more information visit our website www.amref.org

1. About the Saving Lives and Livelihoods Africa CDC project

Global Health Security seeks to build strong and resilient public health systems to prevent, detect, and respond to infectious disease threats, wherever they occur. The Amref GHS Unit coordinated from Nairobi Kenya strengthens capacity of health systems to reduce vulnerabilities to emerging and re-emerging disease threats for communities in sub Saharan Africa. To address the increased threat to disease outbreaks, the programme is complementing the efforts of regional partners such as the Africa CDC, national players through the Ministries of Health and other strategic partners to protect lives and livelihoods of people in sub Saharan Africa.

The Saving Lives and Livelihoods project is a joint programme between Africa CDC and the Master Card Foundation with four pillars of support; Pillar 1: Purchase at least 50M COVID-19 vaccine doses, Pillar 2: Support deployment of COVID-19 vaccine doses, Pillar 3: Strengthen vaccine manufacturing and Pillar 4: Strengthen Africa CDC's capacity and capabilities. Amref Health Africa is amongst the key partners supporting COVID-19 vaccine deployment in 24 countries in Eastern and Southern Africa. Under this programme, Amref along with other local implementing partners will ensure that COVID-19 vaccination centers (CVCs) are set up and run effectively and that existing vaccination centers' capabilities are strengthened to accommodate COVID-19 vaccine administration.

2. **MAIN PURPOSE OF JOB**

Overall purpose

- i) Ensuring the financial integrity and soundness of the regional programme and the timely availability of reliable financial information.
- ii) To ensure adherence to Amref's and donor policies and International Accounting Standards.
- iii) To ensure efficient & prudent financial management including maintaining adequate internal controls within the regional programme to safeguard Amref's and donor resources.

3. PRINCIPAL RESPONSIBILITIES

KEY RESPONSIBILITIES	MAIN TASKS	EXTENT OF DISCRETION
Internal Controls, Policies and Procedures	<p>Review finance policies, processes, procedures and controls in consultation with relevant management & HQ and advise on improvements to ensure a high level of consistent and efficient financial operations of the country programme</p> <p>Ensure the country programme is in compliance with existing internal controls and finance policies</p>	Partial, in consultation with CD, HQ and in-country SMT
Systems development and implementation	<p>Lead in developing, implementing and maintaining efficient financial systems that are appropriate for the country programme.</p> <p>Ensure participation and involvement of the finance unit during design, development and roll out of other systems that are integrated to the Finance systems and functions.</p>	Full, in consultation with CD & HQ
Budgeting and budget controls	<p>Ensure the financial growth targets assigned to the country programme from time to time are attained</p> <p>Support the Business & Programme Development team by ensuring quality cost proposals and budgets are prepared and submitted to potential donors,</p> <p>Ensure optimal cost recovery in all budgets is attained</p> <p>Lead the country programme in ensuring timely and quality submissions of annual and flexed budgets</p> <p>Ensure all spending by the country programme is within budget by implementing and ensuring compliance with all the existing budget control mechanisms</p>	Partial, in consultation with SMT, HQ and Business Development
Financial Reporting	Ensure timely preparation & submission of quality financial reports to donors, local authorities and management at all levels	Full
Statutory Compliance	<p>Ensure that statutory payments and related requirements such as filing of returns are met accurately and on time</p> <p>Ensure in-country SMT and HQ are notified on a timely basis whenever instances of non-compliance arise, and whenever local authorities communicate their intention to audit or assess the compliance of the country programme</p>	Full
Staff Management, mentorship and	Manage performance and development of all line reports and the finance unit as a whole	Full

KEY RESPONSIBILITIES	MAIN TASKS	EXTENT OF DISCRETION
capacity building	<p>Continuously evaluate the performance of the finance team and build individual and institutional capacity in financial management, including succession planning</p> <p>Ensure the capacity building needs of the finance unit staff and other line reports are met to the extent practical</p>	
Accounting & Ledger management	<p>Ensure proper books of account are maintained and kept up to date and that all the requirements set out in the Finance and other relevant policies are followed</p> <p>Ensure accurate financial information is readily available</p> <p>Ensure periodic/regular ledger review is done and corrections/reconciliation of any mispostings done promptly.</p> <p>Ensure effective management of staff and other debtors' accounts regularly to ensure timely recovery</p> <p>Ensure all bank and interledger reconciliations are done on a monthly basis and all reconciling items addressed promptly</p>	Full
Audit	<p>Ensure full support is provided to internal and external auditors by assigning relevant personnel, timely provision of requested information and documents, responding to queries, observations and recommendations.</p> <p>Ensure timely completion of statutory and other donor audits.</p> <p>Ensuring timely implementation and resolution of audit recommendations</p>	Full
Cash flow management	<p>Ensure cash call downs are accurately prepared and submitted in time to donors and HQ for smooth implementation of project activities</p> <p>Reduce projects with negative cash balances by aggressively following up the donors for settlement</p> <p>Ensure efficient in-country treasury and cash management</p> <p>Ensure timely payments are done to suppliers, staff, local authorities and partners</p>	Full
Sub Grants	Ensure adequate monitoring and review of sub	Full

KEY RESPONSIBILITIES	MAIN TASKS	EXTENT OF DISCRETION
management	recipient budgets, work plans and reports Ensure timely disbursement to the sub recipients Ensure all contractual requirements and obligations with the sub recipients are met	

5 REQUIRED QUALIFICATIONS

5.1 Education and knowledge

- Masters in Finance, accounting or related field
- Certified Public Accountant or its equivalent
- Good understanding of computerised financial systems

5.2 Experience

- At least 10 years’ relevant experience in a similar capacity or environment
- Experience in managing and leading dynamic teams

5.3 Skills

- Strong organization, management and reporting skills
- Close attention to detail
- Ability to multi-task and manage pressure
- Strong numerical and interpersonal skills
- Good negotiation and communication skills
- Fluent in both English & French

5.4 Competences

- Technical accounting expertise (IFRS, IAS, IPSAS, GAAP etc)
- Professionalism
- Integrity
- Positive work attitude

6. MENTAL COMPETENCIES

6.1 PROBLEM ANALYSIS

The job requires a professional approach to Financial Management guided by appropriate best practice

6.2 FLEXIBLE THINKING

The job requires creative problem solving

6.3 DECISION MAKING

The job requires the ability to make timely and well-considered decisions based on unique circumstances.

7. COMMUNICATION:

7.1 ORAL

7.1.1 INTERNAL: The job demands a high level of oral communication skills in order to effectively communicate with other offices, departments, staff members and in-country teams.

7.1.2 EXTERNAL: The job demands a high level of oral communication skills in order to effectively communicate with external parties, donors, consultants and other service providers.

8.2 WRITTEN

8.2.1 INTERNAL : The job demands a high level of written communication skills in order to effectively communicate with other offices, departments and staff members and country teams; interpret, apply, and explain rules and procedures and maintain effective relations

8.2.2 EXTERNAL: The job demands a high level of written communication skills in order to effectively communicate with external parties including consultants, donors and other service providers.

9. ENVIRONMENTAL CONDITIONS

9.1 Corporate Policies, Systems, Procedures and Methods

The job demands a thorough understanding of Amref Health Africa's Finance policies and procedures, National and International Accounting Standards, corporate goals and strategy.

9.2 Work Environment

Normal office environment, with frequent field travel

9.3 Hours of Work

Normal working hours; Monday to Thursday 8am-5pm and Friday 8am-2pm. The job holder may be required to work outside normal working hours due to the nature of the work.

HOW TO APPLY

Interested? Please visit our website <https://recruitment.amref.org:1445/account/Login/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. The closing date will be **February 10th, 2023**. Only shortlisted candidates will be contacted.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly note that official emails from Amref Health Africa will arrive from an @amref.org address.

Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.