



JOB DESCRIPTION

| IDENTIFICATION | |
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| JOB TITLE | Regional Programme Accountant, Western Africa |
| REPORTING TO | Regional Finance 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

The Regional Programme Accountant will provide financial support to projects as well as ensure effective utilization of donor funds allocated to the project.

The job holder will also ensure compliance to the various donor rules and regulations thus mitigating risks arising as a result of non-compliance to donor requirements.

3. PRINCIPAL RESPONSIBILITIES

| KEY RESPONSIBILITIES | MAIN TASKS |
|--|--|
| Financial Reporting | <ul style="list-style-type: none"> • Preparation of the Financial Reports for Donors and Management; • Assist in preparing monthly, quarterly and annual project performance reports; • Assist in preparation of any other ad-hoc Financial Reports to stakeholders; |
| Budgeting and Budget Monitoring | <ul style="list-style-type: none"> • Assist in the development of Proposal Budgets in liaison with the SLL project teams; • Assist in preparing the annual budgets in liaison with the project teams; • Review of monthly income and expenditure statements with project teams to monitor the budget performances; • Carry out periodic review and reconciliations for PR expenditure as well as SR's disbursements, expenditures and Fund balances in liaison with the Grants team. |
| Financial Audits | <ul style="list-style-type: none"> • Preparation of audit schedules; • Participate in project audits/organizational audits as required; • Provision of audit sample documents in support of the process; • Respond to audit issues and ensure previous audit recommendations are implemented. |
| Management of Debtors | <ul style="list-style-type: none"> • Maintain up-to-date staff debtor's status through regular staff account allocations; • Monitoring sub grantees status through the grants to partner accounts. |
| Management of Creditors | <ul style="list-style-type: none"> • Ensure effective and timely processing of invoices or other payments and ensuring compliance to donor rules and regulations; • Review the Programme creditors' accounts in the system and reconcile them against creditors' statements; • Respond to supplier queries for the Programme. |
| Other | <ul style="list-style-type: none"> • Perform other duties assigned by the Senior Programme Accountant and/or Senior Finance Manager. |

4. REQUIRED QUALIFICATIONS

4.1 Education and knowledge

- Bachelor's Degree in Accounting, Administration, Finance, Commerce or relevant qualification.
- Professional qualification – CPA II or its equivalent.
- ICT proficient, accounting and ERP software.

4.2 Experience

- Three (3) years' relevant experience

4.3 Skills

- Excellent oral and written communication skills
- Analytical and attention to details
- Good organization, planning and coordination skills
- Problem solving skills
- Team player
- Ability to work under minimal supervision

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.