



## JOB DESCRIPTION

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

### 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 project 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

<b>KEY RESPONSIBILITIES</b>	<b>MAIN TASKS</b>	<b>EXTENT OF DISCRETION</b>
<b>Internal Controls, Policies and Procedures</b>	<p>Review finance policies, processes, procedures and controls related to the project in consultation with Regional Finance Manager (RFM) and advise on improvements to ensure a high level of consistent and efficient financial operations of the project</p> <p>Ensure the project is in compliance with existing internal controls and finance policies</p>	Partial, in consultation with RFM, and in- country SMT
<b>Systems development and implementation</b>	<p>Lead in developing, implementing and maintaining efficient financial systems that are appropriate for the project.</p> <p>.</p>	Full, in consultation with RFM
<b>Budgeting and budget controls</b>	<p>Support the Business &amp; Program 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>Ensure timely and quality submissions of annual and revised budgets for SLL project and sub grants</p> <p>Ensure all spending by the project 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
<b>Financial Reporting</b>	<p>Ensure timely preparation &amp; submission of quality Project financial reports to donors, local authorities and management at all levels</p>	Full
<b>Statutory Compliance</b>	<p>Ensure that statutory payments and related requirements such as filing of returns are met accurately and on time if any.</p> <p>Ensure in-country SMT 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 Project</p>	Full
<b>Staff Management, mentorship and</b>	<p>Manage performance and development of all line reports</p>	Full

<b>KEY RESPONSIBILITIES</b>	<b>MAIN TASKS</b>	<b>EXTENT OF DISCRETION</b>
<b>capacity building</b>	Continuously evaluate the performance of the finance team under your supervision and build individual and institutional capacity in financial management, including succession planning	
<b>Accounting &amp; Ledger management</b>	<p>Ensure proper books of account for the project 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 for the project is readily available</p> <p>Ensure periodic/regular ledger and BVA 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>	Full
<b>Audit</b>	<p>Ensure full support is provided to SLL 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 donor audits.</p> <p>Ensuring timely implementation and resolution of audit recommendations</p>	Full
<b>Cash flow management</b>	<p>Ensure cash call downs are accurately prepared and submitted in time for smooth implementation of project activities</p> <p>Ensure efficient project treasury and cash management</p> <p>Ensure timely payments are done to suppliers, staff, local authorities and partners</p>	Full

<b>KEY RESPONSIBILITIES</b>	<b>MAIN TASKS</b>	<b>EXTENT OF DISCRETION</b>
<b>Sub Grants management</b>	<p>Ensure adequate monitoring and review of sub recipient budgets, work plans and reports</p> <p>Ensure timely disbursement to the sub recipients</p> <p>Ensure all contractual requirements and obligations with the sub recipients are met</p>	Full

## **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 7 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

## **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 **December 15<sup>th</sup>, 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](mailto:@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.*