



JOB DESCRIPTION

| IDENTIFICATION | |
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| JOB TITLE | Programme Accountant |
| REPORTING TO | Finance Manager |
| DIRECTORATE | Senegal Country Office |
| DEPARTMENT/UNIT | Learning for Life Programme (L4L) |
| CONTRACT DURATION | 1 year |
| DUTY STATION | Dakar |

1. ABOUT AMREF HEALTH AFRICA

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organization; currently implementing more than 180 programmes, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To catalyse and drive community-led and people-centred health systems while addressing social determinants of health'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

2. ABOUT THE PROJECT

Many policies and institutions are in place to facilitate health workforce management in the health sector in Senegal. However, the shortage of health personnel remains a problem, particularly in rural areas. The skilled labour density is less than one doctor, one nurse and one midwife per 1,000 inhabitants (0.1 and 0.3 respectively) and the average Community Health Worker (CHW) density is 10.99 per 100 000 inhabitants. As a result, Senegal's health system suffers from widespread vacancy rates of health professionals and poor-quality health services. Investments in training health workers are consistently low and there is a gross mismatch with the disease burden and the needs of the population. Contributing factors include poor compliance with, and enforcement of, professional training, licensing and practice standards. Senegal has five medical training establishments, three health-training establishments and 55 nursing and midwifery training establishments.

To address these challenges and accelerate current progress in Universal Health Coverage (UHC), Amref is implementing a four-year multi-country programme (Kenya, Senegal and Zambia) with the ultimate aim of contributing to the creation of increased and sustainable employment in Primary Health Care (PHC) sectors across Africa through specific interventions on health employment, health entrepreneurship and health ecosystem.

3. JOB SUMMARY

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

4. Job Responsibilities

| KEY AREA | ACTIVITIES |
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| 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 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 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. |

REQUIRED QUALIFICATIONS

5. Education and Knowledge

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

6. Required Qualifications and Experience

- Three (3) years' relevant accounting experience in financial and project accounting preferably in the NGO environment;
- Experience in budgeting and financial reporting;
- Experience in data entries and using accounting software, Microsoft Navision ERP is an added advantage;

7. Skills and Abilities

- 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

8. Commitment to Diversity, Equity, and Inclusion

Amref Health Africa does not tolerate sexual exploitation and/or abuse, nor any form of harassment, including sexual harassment, and/or any form of discrimination. All selected candidates will be required to undergo rigorous reference and background checks.

Amref encourages all qualified candidates, regardless of gender, nationality, disability, sexual orientation, culture, religion or ethnic origin, to apply.

All applications will be treated in the strictest confidence.

9. How to apply

Interested? Please visit our website <https://amref.org/vacancies/> 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. **Closing date will be October 18, 2024. Please note that applications will be reviewed on a rolling basis, and early submissions are encouraged.** 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 also 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.