



JOB DESCRIPTION

IDENTIFICATION	
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

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 Saving Lives and Livelihoods Programme

Global Health Security (GHS) 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 in collaboration with Amref West Africa Office coordinated and 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 launched in June 2021 to save the lives and livelihoods of millions of people in Africa and hasten the economic recovery of the continent from COVID-19 pandemic. The USD 1.5 billion unprecedented partnership supported the COVID-19 vaccination of more than half of Africa's target population, trained, equipped, and deployed 40,000 healthcare workers, created 25,000 additional jobs in the health sector, and expanded Africa's genomic testing laboratories from 2 to 40. Mastercard Foundation

and Africa CDC reviewed the program’s impact as a primary emergency response initiative and made a strategic shift on the Saving Lives and Livelihoods Program. Phase II will be a continuation of the commitments made under phase I. The next phase will primarily focus on pandemic preparedness and readiness through basic health and security, which enables broader community education. Additionally, the program is aimed at economic development, which includes activities related to education, capacitation, and/or financial inclusion of the health workforce, among others. This second Phase of the Saving Lives and Livelihoods Programme will primarily focus on strengthening Africa's ability to respond to future pandemics through programmatic activities designed to build and protect the health workforce, as well as improving the lives and livelihoods of Africans.

Amref Health Africa is amongst the key partners supporting COVID-19 vaccination in 22 countries in Eastern, Southern and western Africa. Under this programme, Amref along with other local implementing partners will be focusing on protecting Health Care Workers and Pandemic Preparedness while supporting integration of COVID-19 Management into Routine Immunization.

3. 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 work closely with the SLL Regional Program Manager and ensure compliance to the various donor rules and regulations thus mitigating risks arising as a result of non-compliance to donor requirements.

4. 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;

KEY RESPONSIBILITIES	MAIN TASKS
	<ul style="list-style-type: none"> 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.
Support the WA Finance Team	<ul style="list-style-type: none"> Support the WA Finance Team in the daily tasks (Navision, Closure of the month...)
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

- At least Five (5) 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

5. 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. The closing date will be **November 30th, 2024**. 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.