

JOB ADVERTISEMENT

Position: ANCEFA Finance and Administrative Officer.

Date: Monday July 10, 2017

ANCEFA (www.ancefa.org), a voluntary, non-partisan and not-for-profit network of National civil society organizations in Africa championing the cause for quality Education, is looking for a vibrant dynamic professional competent and experienced to work as a Finance and Administrative Officer and also head the department of Finance of the network.

Location: Based in ANCEFA Regional office located in Dakar.

Reports to: ANCEFA Regional Coordinator

Direct reports:

- Finance and Administrative Assistant.
- Human Resource and Administrative Assistant

Type of Role: One year fixed term contract with annual mandatory performance appraisals. Contract renewal will be based on performance and availability of resources.

Closing Date for Applications: July 31, 2017

Job description

Finance and Administrative Officer

Job purpose: The ANCEFA Finance and Administrative Officer has responsibility for overseeing and (as necessary) updating financial systems and procedures for ANCEFA; for supporting the Regional Coordinator and programme managers in financial planning and budgeting; for managing and reporting on finances, for internal control; for building the capacity of staff, and for management.

Duties and responsibilities:

Finance systems and procedures

- Ensure ANCEFA finance systems are fit for purpose and compliant with all relevant legislation and international accounting practice.
- Produce and manage financial management and reporting guidelines for the NETWORK
- Where improvements are necessary, make clear recommendations to the Regional Coordinator and ANCEFA Board.
- Regularly review budget codes and propose any amendments or additions required.
- Ensure staffs are aware of and able to follow ANCEFA finance systems and procedures.

Financial planning and budgeting

- Assist the Regional Coordinator and the programme managers in producing annual budgets and any other projects (for approval by the Board), advising on proper formats and elements.
- Review ANCEFA draft budgets before submission to the Board.
- Ensure that all approved budgets are properly coded with agreed budget codes.
- Work with all budget-holders to produce at least quarterly spending forecasts.
- Consolidate all project budgets and forecasting reports from all budget centres.

Financial management

- Ensure effective implementation of systems and procedures in accordance with agreed budgets and donor requirements. This includes overseeing the maintenance of ANCEFA financial records, ensuring all transactions are properly logged on the finance system, and ensuring correct management of budget codes.

- Review, adapt and roll-out policies and finance procedures for ANCEFA
- Ensure the Regional Coordinator and management staffs are provided, in a timely manner, with monthly actual-to-budget expenditure reports and analysis for all grants.
- Closely monitor all financial activities, and keep the Regional Coordinator advised of all situations that have the potential for a positive/negative impact on internal controls or financial performance.
- Oversee fund transfers to Program Offices outside Dakar, as well as other grants ANCEFA may make, and ensure that accurate documents are kept and internal processes are followed
- Lead, manage and control the overall finances of ANCEFA and ensure that the management of all budgets is in line with approved budgets.
- Identify requirements for and develop reporting formats to aid in the management of operations and grant expenditures.
- Lead the preparation of all ANCEFA financial reports compliance with accounting, legal and contractual requirements and ensure the review of such reports by Regional Coordinator prior to submission.
- Lead the preparation of Donor financial reports as required.

Audit and internal control

- Ensure that all policies and procedures relating to audits, reviews and certifications are presented and carried in a timely manner
- Draft new policies as required by the ANCEFA Board and submit them to the Regional Coordinator.
- Ensure strict internal control; take responsibility for developing, managing and monitoring of the internal controls to ensure compliance with international standards

Finance Capacity Building

- Build the capacity of ANCEFA staff and the Board in line with internal goals and program objectives

Staff management and administration

- Manage the Finance Administrative Assistant and the Human Resource & Administration Assistant
- Provide oversight of the office management and administrative functions in liaison with the Regional Coordinator to ensure all necessary functions are being performed.

Key competencies:

Essential

- Qualification in accountancy and up-to-date knowledge of international accounting standards.
- At least five years' experience in managing the finances of an organization or large-scale project, including management of finances in different currencies.
- Experience of managing and producing high-quality financial reports and management accounts.
- Experience of managing an audit process.
- Sound understanding of preparing financial reports for donors.
- Excellent interpersonal skills over email, by phone and in person
- Ability to work well with colleagues including in different locations
- Ability to work to tight deadlines and prioritise a complex workload
- Willingness to work from the Regional Coordination office in Dakar

- Fluency and proficiency in written and spoken English
- Commitment to Equal Opportunities

Desirable

- Experience of training and/or advising colleagues or partner organizations on financial matters.
- Competency in French as one of ANCEFA's other official languages.
- Experience of working for an organization or on a project operating across different countries and continents.
- Good negotiation skills and the ability to organise tender processes.
- Having good personal track record, honest, dedicated, dynamic, showing respect to others, team builder and time manager.
- Advanced computer skills.

ONLY shortlisted applicants will be contacted.

Remuneration: You will be paid a monthly NET salary of US\$2500. The salary will be paid in local currency, that is, Franc CFA.

- ANCEFA will make contribution to employee pension scheme according to local labour laws in Senegal
- ANCEFA will provide medical health insurance coverage at 100%, for you the employee, your spouse and maximum of four (4) biological children not above 21 years; and in addition, you will enjoy travel insurance available to all employees for official travel.

Application Procedure

Interested persons should send signed letters of application in English accompanied by CVs and copies of relevant graduate and post graduate certificates via **email ONLY**, by 17.30 GMT **31st July 2017**, to the following address:

The Regional Coordinator
ANCEFA Regional Secretariat,
Dakar, Senegal

Email: ancefainance@gmail.com

Copied to: dembele_sam@hotmail.com, and e.mwale@yahoo.com