



**REACH OUT CAMEROON
HUMAN RESOURCE DEPARTMENT**

CALL FOR APPLICATIONS

Position	SENIOR ADMINISTRATIVE AND FINANCE MANAGER
Job Reference	<u>1164/REO/R1/B/SW24</u>
Department	Health
Location	Buea with frequent travels to other office locations.
Contract type	Senior Level, Full-time
Application Deadline	3 rd February 2024

Job Description

Reach Out seeks a SENIOR ADMINISTRATIVE AND FINANCE MANAGER who will coordinate administrative and financial management activities including budgeting and monitoring of project expenditures, forecasting expenditures, maintaining, and supervising the accounting department, and financial operations for the USAID project; Community Health Equity Through Systems Strengthening (CHESS).

Responsibilities

He or she will provide financial reporting on a timely basis, including project pipeline information.

- Ensures compliance and consistency with the organization’s policies and procedures, as well as compliance with the terms and conditions of the agreements with USAID governing the work in the office.
- Records and accounts for daily transactions, ensuring accuracy and completeness of required files and supporting documentation serving as evidence of transactions.
- Ensures sound cash management of local bank accounts and maintains petty cash fund.
- Processes cash disbursements in accordance with financial management policies and established approval levels.
- Processes payroll, remits tax and other government contributions and reports to local agencies.
- Responsible for full accounts payable function from procurement through payment of invoices.
- Process employee expense reimbursements.
- Ensures timely payment to all organization’s payees and maintains sufficient and complete payee files.



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- Prepares monthly financial reports for the organization and internal management reports for the Chief of Party or Country Director containing budget to actual expenditure information.
- Performs month-end closing and year-end duties such as reconciliations, VAT reimbursements, inventory lists, etc.
- Responsible for procurement activities in accordance with the organization's procurement policy.
- Prepares and submits reports and filings in compliance with local government laws.
- Provide assistance to program staff in office and project budget preparation.

Required Qualification and Experience

- A bachelor's degree or higher in finance, accounting, or closely related field
- A minimum of six (6) years of experience in administration and financial management of which five (5) will be with an international institution or a USAID-funded project.
- A good knowledge of USAID financial procedures.
- Knowledge of QuickBooks multi-currency accounting software (field-based accounting).
- Experience with computerized accounting and strong organizational and leadership skills.
- Strong analytical, and problem-solving skills, and exceptional oral and written communication skills.
- Fluency in English and French will be an added advantage.

Desirable

- Good team player (ability to work in a team)
- Proficient in Microsoft package of applications e.g. MS WORD, EXCEL, POWERPOINT, ACCESS, OUTLOOK EXPRESS)
- Good communication skills both oral and written
- Ability to work under pressure and deliver to tight deadlines
- Takes initiative and is innovative.
- Excellent spoken and written English Language skills.

NB: This position is contingent upon an award from USAID. Cameroon nationals are strongly encouraged to apply and will be prioritized. This recruitment will be on a rolling basis.



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APPLICATION PROCEDURE

Composition of application file

- I. An application letter.
- II. A letter of motivation not more than 02pages with 1.5 spacing and a font size of 12
- III. Curriculum Vitae CV
- IV. 02 references from previous employment
- V. Copy of highest academic qualification

Each applicant should receive an automatic reply that confirms receipt of his/her application.

If such a notification is not received, the applicant should contact the Human Resource Department through the same email address before the closing date for applications indicated below.

N/B only shortlisted candidates will be contacted for interview.

Interested and qualified candidates should send the requested files to hireing@reachoutcm.org copying marie-cecile@reachoutcm.org or deposit an enclosed application at the Reach Out Head Office at Small Soppo, Wonganga, Buea, SWR.



Ngasa Pride Yanu
Programs Director