



## Elizabeth Glaser Pediatric AIDS Foundation (EGPAF)

### VACANCY ANNOUNCEMENT

**Job Title:** Finance Officer

**Job openings:** 01

**Locations:** Yaoundé

**Reports to:** Finance & Accounts Manager

**Contract Duration:** One year with possibility of extension

**Terms of Offer:** This position is remunerated on local terms. (for local candidates only)

**Possible start date:** Immediate/April 1<sup>st</sup>, 2018

The Elizabeth Glaser Pediatric AIDS Foundation is a global leader in the fight against pediatric HIV and AIDS, working in 19 countries and at over 5,500 sites around the world to prevent the transmission of HIV to children, and to help those already infected. Today, because of the highly successful work of the Foundation and its partners, pediatric AIDS has been virtually eliminated in the United States. With a growing global staff of over 1,000—nine of 10 who work in the field—the Foundation’s global mission is to implement HIV prevention, care, and treatment programs; further advance innovative research; and to execute strategic and targeted global advocacy activities to bring dramatic change to the lives of millions of women, children, and families worldwide. For more information, please, visit our page: [www.pedaids.org](http://www.pedaids.org).

EGPAF works in partnership with the Ministry of Health NACC and the Regional and District Health Teams to support HIV Prevention, Care and Treatment and health systems strengthening services. EGPAF is mainly funded by PEPFAR through the Centers for Disease Control and Prevention (CDC) and the United States Agency for International Development (USAID).

#### **Purpose of the Job**

The Elizabeth Glaser Pediatric AIDS Foundation is seeking a Finance Officer for its Office in Yaoundé. The FO will work towards the achievement of the Foundation’s goals efficiently and effectively. This position will be responsible for ensuring that all administrative and finance activities for the Foundation are done in compliance with Foundation rules and regulations.

The Finance Officer will conduct assigned activities to support the establishment and maintenance of a functioning office as required by EGPAF. The FO will be responsible for ensuring that all administrative and finance activities for the Foundation’s Cameroon office are timely and in compliance with Foundation rules and regulations, to include Quick Books entry, submission of financial packages and reports to EGPAF HQ Accounting, and preparation/processing/tracking of payment vouchers, advances, and expenditures.



**Key duties:**

**1. Accounts Payables and Data Entry:**

- Review adequacy of supporting documentation for all documentation forwarded for payment
- Review of all Mobile payments to ensure completeness and accuracy
- Responsible for timely processing of staff advances for travel and activities in the sub-offices
- Responsible for ensuring that supplier invoices submitted in the field office are paid within the agreed timelines
- Responsible for reconciliation of supplier statements
- Responsible for ensuring that all hard copy vouchers are duly authorized before payment and filing
- Provides a monthly payment tracker for Invoices and Mobile Payments
- Manages a systematic financial filing system that is sequential, complete and up to date always both scanned and hard copies
- Pro-actively addresses identified monthly compliance issues regarding payables from HQ.
- Responsible for ensuring that supplier invoices submitted in the field office are paid within the agreed timelines
- Responsible for reconciliation of supplier statements
- Responsible for ensuring that all hard copy vouchers are duly authorized before payment and filing
- Capture all transactions into Quick Books system
- Cash management, including banking and disbursements, in accordance with established Foundation procedures.
- Provides a monthly payment tracker for Invoices and Mobile Payments
- Manages a systematic financial filing system that is sequential, complete and up to date always both scanned and hard copies
- Pro-actively addresses identified monthly compliance issues regarding payables from HQ.

**2. Cash/Bank Management**

- Reviews and approves expenses incurred from petty cash. Ensure timely petty cash replenishment.
- Ensure a balance portfolio between cash at bank and cash in hand in accordance to the Foundation's policy.
- Upload payments on the Ecobank OMNI Platform.
- Keep a clear tracker of all bank transactions.
- Perform daily and monthly bank reconciliation,



- As custodian of the check books, ensures safety, sequential check writing, counterfoil controls and application of new check books as appropriate
- Monitors field offices bank accounts balances and advises on funds transfer periods and amounts.
- Ensure timely banking of any unspent amounts refunded by staff as well as any cheques written in favor of the foundation for various transactions.

### **3. Budgeting and Financial Management:**

- Assist in preparing of monthly financial reports, including, but not limited to:
- Budget to actual reports for specific agreements
- Financial projections and burn rate analysis for agreements
- Financial analysis based on program activities
- Assist in budget management, including:
- Development of new business cost proposals
- Development of annual budgets under continuation awards
- Assist in the provision of financial data and analysis to Country management

### **4. Audit & Compliance Review Support**

- Support Donor-related Compliance /Business Systems Reviews, including follow up and complete resolution of findings
- Support EGPAF's annual internal and external audits and Compliance Review functions and follow up of findings

### **Required Qualifications and Key Competencies:**

- A Degree in Finance, Accounting or other related field of study
- A qualified professional certificate like ACCA, CIMA will be an added advantage
- Minimum 2-3 years of experience directly supporting/managing Finance in an INGO or corporate environment with at least 1 year in a similar position.
- Solid knowledge of accounting and financial reporting
- Experience in using QuickBooks accounting system
- Solid knowledge of computer software and modern accounting systems; particularly Microsoft Excel.
- Excellent knowledge of the Cameroon fiscal environment
- Working knowledge and understanding of US Government funded project, rules and regulations.
- Excellent analytical, oral and written communication skills in English and French
- Highly organized with ability to prioritize and multi-task while working as part of a team
- Possess strong accuracy, attention to detail and ability to follow through



- Computer literate, with strong knowledge of, and experience with Microsoft Office applications
- Honest, energetic, independent, self-motivated and administratively self-sufficient
- Ability to maintain confidentiality, exercise discretion and sound judgment.
- Willingness to travel.

### **How to apply**

Qualified candidates should submit a CV and cover letter through the following link.

[chj.tbe.taleo.net/chj05/ats/careers/searchResults.jsp?org=PEDAIDS&cws=1](http://chj.tbe.taleo.net/chj05/ats/careers/searchResults.jsp?org=PEDAIDS&cws=1)

Applications will be considered on or before 22<sup>nd</sup> March 2018, 5:00 PM Cameroon time.

Please note that only short-listed applicants meeting the above requirements will be contacted.