



Elizabeth Glaser Pediatric AIDS Foundation (EGPAF)

VACANCY ANNOUNCEMENT

Job Title: Senior Financial Analyst

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 1st, 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.

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 Senior Financial Analyst for its Office in Yaoundé. The Senior Financial Analyst coordinates a variety of financial analysis and planning functions in the Cameroon office including agreement budgeting and generating a variety of financial reports. The Senior Financial Analyst must collaborate with a variety of other staff to be successful including Country and Associate Directors, Accounting staff, Awards & Compliance staff, Program staff and the Financial Planning & Analysis unit at headquarters in Washington, DC



Key duties:

Budgeting:

- Develop & manage budgets (for projects and shared services) including proposal budgets, budget notes/narratives, annual project specific budgets, monthly costed work plans and other special purpose budgets
- Develop, at a minimum, quarterly revised project management budgets incorporating current detailed line item spend patterns
- Where necessary, prepare budget re-alignments for donor approval
- Support development of special purpose costing activities such as project monthly costed work plans, project event budgets, shared services budgets, etc.

Pipeline Management:

- Real time tracking of actual expenditure against approved budget **lines** factoring cash expenses, obligations & commitments in progress. Special emphasis on commitments not yet booked as expenses
- Detailed financial forecasting for all projects using a combination of historical costs and known future costs to predict periodic pipeline positions
- Minimum monthly documented pipeline review meetings with each project lead, sharing budget v. actual positions, agreeing on any corrective actions, and following through to ensure corrections are effected on a timely basis to prevent significant budget over/under runs
- Assure budget availability prior to major commitments e.g. procurements, obligations to sub-recipients, major recruitments, etc.
- Assist procurement department & program teams in developing and tracking annual procurement plans to ensure approved amounts are not exceeded during implementation
- Assist grants team in developing realistic forecasts for sub-recipients to ensure accurate tracking of sub-recipient actual expenses against availed obligations
- Provide *ad hoc* forecasts/ scenarios as new information is availed e.g. changes to approved funding from donor, etc.

Financial Reporting:

- Prepare monthly financial reports for management decision making
- Track due dates and prepare donor financial reports when due
- Present complex financial reports to varied audiences
- Perform periodic and annual (PEPFAR) expenditure analysis reporting
- Support any internal or external driven cost analysis initiatives

Education & Experience

- Master's Degree in business related field,
- Professional qualification (ACCA, CPA), will be an added advantage.
- Demonstrated experience using automated budget management software
- Strong Excel, Word, Access & Power Point Proficiency



- Demonstrated financial analysis experience (3 years minimum) in a complex corporate / NGO environment

Knowledge, Skills & Abilities

- Excellent financial management and analytical skills
- Ability to clearly communicate financial information to non-financial colleagues
- Strategic thinker in a dynamic environment
- Ability to manage multiple priorities with tight deadlines
- Well-organized individual with excellent attention to details

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

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

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