

Senegal Jobs Expertini®

Senior Finance Officer

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Company: The Clinton Health Access Initiative, Inc.

Location: Senegal

Category: other-general

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to our mission of saving lives and reducing the burden of disease in low-and middle-income countries. We work at the invitation of governments to support them and the private sector to create and sustain high-quality health systems.

CHAI was founded in in response to the HIV/AIDS epidemic with the goal of dramatically reducing the price of life-saving drugs and increasing access to these medicines in the countries with the highest burden of the disease. Over the following two decades, CHAI has expanded its focus. Today, along with HIV, we work in conjunction with our partners to prevent and treat infectious diseases such as COVID-19, malaria, tuberculosis, and hepatitis. Our work has also expanded into cancer, diabetes, hypertension, and other non-communicable diseases, and we work to accelerate the rollout of lifesaving vaccines, reduce maternal and child mortality, combat chronic malnutrition, and increase access to assistive technology. We are investing in horizontal approaches to strengthen health systems through programs in human resources for health, digital health, and health financing. With each new and innovative program, our strategy is grounded in maximizing sustainable impact at scale, ensuring that governments lead the solutions, that programs are designed to scale nationally, and learnings are shared globally.

At CHAI, our people are our greatest asset, and none of this work would be possible without their talent, time, dedication and passion for our mission and values. We are a highly diverse team of enthusiastic individuals across 40 countries with a broad range of skillsets and life experiences. CHAI is deeply grounded in the countries we work in, with majority of our

staff based in program countries. Learn more about our exciting work:

CHAI is an Equal Opportunity Employer, and is committed to providing an environment of fairness, and mutual respect where all applicants have access to equal employment opportunities. CHAI values diversity and inclusion and recognizes that our mission is best advanced by the leadership and contributions of people with diverse experience, backgrounds, and culture.

Position

Established in Senegal since 2008, CHAI has supported the Ministry of Health in building sustainable health systems that provide patients with the care they need, when and where they need it, to improve health impact and save lives. CHAI is now focusing on priorities identified with the Ministry of Health, including COVID-19, HIV, cervical cancer, and health financing.

CHAI is seeking a highly motivated individual to work as the Country Senior Finance Officer to oversee the provision of professional accounting and comprehensive financial management control and reporting, to a wide range of senior internal and external stakeholders of CHAI's Senegal.

This position will provide accounting, financial, compliance and treasury support to the Senegal's office while working closely with staff across all levels of the organization, including CHAI's Boston-based human resources and finance teams.

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The Senior Finance Officer will report to and help the Senegal Country Director (CD), to set up and oversee the necessary operational systems to facilitate programmatic activities, undertake the finance and accounting tasks according to global policies, and support successful program implementation.

Responsibilities

The responsibilities of the Senior Finance Officer include ensuring that all accounts are correct and up to date, producing financial reports used by the leadership team for management and decision-making purposes, contribute to producing annual financial report, prepare for annual audit, etc. The Senior Finance Officer will report directly to the Country Manager and will be an integral member of the CHAI Senegal Operations team, supporting the program team in discharging their duties. Because of the fluid nature of our work, specific responsibilities may change over time and these responsibilities listed here should not be construed as being comprehensive but rather indicative of what is expected:

Accounting:

Ensure quality and accurate transactions, finance returns and reports/summaries

Maintain the integrity of the balance sheet by preparing balance sheet reconciliations including Bank and Cash Prepare and submit for approval to the CD all vouchers for expenditures and ensures that expenses are reasonable, allowable and allocable to the project Review advances and coordinate payment of invoices for field activity and staff travel, ensuring proper process for disbursement of funds, correct documentation and the settlement of advances in a timely manner. Review expenditure reports (preliminaries & finals) and prepare adjustments; review variance analysis; investigate variances and comment. Prepare variance reports of expenditure against funding and approved budgets for the country leadership Prepare the expense allocation guide and employee allocations, with guidance from the accounting team in Boston Review payrolls and validate employees payroll and benefits (Pension, Severances, Tax, Insurance) Process or contribute to the periodic tax return and complete reporting of tax formalities to the local authorities where required. Manage financial month end closing and year end processes including ensuring timely submissions to Bostons finance Manage and maintain CHAI financial management system, financial records including supporting approvals for the financial transactions per CO document retention policy Contribute the improvement of financial systems and processes in the Country Office (CO), recommending changes to provide timely and appropriate financial information to CHAIs grant managers and donors Coordinate and liaise with Bostons Accounting team on financial reports and follow up on supplemental information as required. Maintain and safeguard CHAI assets, ensure monthly Depreciation, reconciliations carry out periodic physical verifications per CHAI policy

Financial Planning & Analysis

Provide financial planning, budgeting & country resource allocation management guidance and support by working closely with the CD Assist the CD in planning country operations to support program activities Ensure proper budget monitoring and timely reporting internally within the organization and externally to donors and local government as prescribed by the statutes Prepare expenditure analysis for overall program and field offices in the CO as required Support program staff in developing proposal budgets and budget revisions for donors. Provide information related to

costing and operational needs to support program implement Support Grant Tracker review by ensuring the veracity of the information in the Grant Trackers on a monthly basis Ensure that all donor- financial reporting requirements are complied with and that donor financial reports are submitted in a timely manner

Legal, Compliance & risk management

Ensure financial policies and procedures are in place and kept up to date, liaising with International Controller in Boston Monitor the compliance manual and formulated recommendations where appropriate to promote effectiveness. Maintain a proper monitoring system of partner expenses by facilitating periodic reviews of accounts and ledgers and maintain up to date reports per donor requirements Prepare and coordinate annual audits, donor specific audits/assessments and CHAI internal audits Ensure follow-up with audit observations and maintain an up-to-date remediation log Review MOU/MOA/Independent contracts and send for approval to Contracts team for review Ensure compliance with grant and donor requirements Execute leases and contracts for supply of good and services under the CD leadership. Ensure compliance with CHAI procurement policies and guidelines at all times Assist the CD and program managers in processing exceptional approvals Maintain up-to-date knowledge of country government regulations and share the same with Boston where necessary Review the remittances of all applicable taxes in accordance with legal requirements in the country Conduct spot checks in the main office in the CO and field offices to ensure internal control are working Facilitate in country capacity assessments by potential donors Lead on and support programme teams in assessments and building financial management capacity of CHAI implementing Partners Provide overall management and co-ordination of the work of the finance teams in the country Acting as a business partner to other functional leads e.g. Programs, Operations Promote professional development amongst finance team through coaching and mentoring Champion finance and risk management onboarding/induction of new hires

Treasury

Manage the country treasury function (cash, bank, receivables and payables) and ensure adequate resources are available for both administrative and programmatic spending Manage local payments & process wire requests to Boston Prepares cash projections for the programs; Prepares fund requests for programs and operations;

Manages monthly cash forecasting and cash requests for projects Liaise and communicate with Boston finance team to ensure good flow of information, including raising awareness on areas of risk or concern

Qualifications

Bachelors degree in Finance or Accounting. Excellent knowledge of accounting regulations and procedures Possession of a professional accounting qualification Minimum of 10 years experience Excellent Knowledge of Microsoft operating Systems with an excellent command over MS Excel Working Knowledge of ERP Accounting Software Experience in managing donors funds and executing their financial reporting requirements High level of integrity and dependability with leadership qualities Proactive and responsive to urgent needs of the program Ability to work under pressure without compromising on quality of policy and compliance procedures Self-motivated and firm in providing opinion to support effective decision making Highly developed analytical and problem-solving skills Excellent interpersonal and communication skills Ability to influence senior managers and peers over a wide range of issues The ability to work in a multi-cultural environment

Advantages:

Advanced degree in Finance or Accounting Fluency in English and French Knowledge of QuickBooks and Unit 4/Agresso Experience with at least 2 years in a managerial position. Experience working for a Not-for-Profit Organization Experience living or working in resource-limited countries

#jobreference3 #region4

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