



West Africa Regional Office

Liberia-Nigeria-Senegal-Sierra Leone-Togo

Finance and Administration Officer

Context

The Finance and Administration Officer is responsible for providing administrative support, as well as accounting services, for ensuring internal sound control, financial reporting; and providing support to relevant stakeholders within a comprehensive financial management structure, which is related to all operations of the DAHW West Africa Regional Office.

In close cooperation with the DAHW WARO Finance team, the Finance and Administration Officer, under the supervision of the Regional Finance and Administration Manager, will assist the DAHW WARO budgeting & financial planning, technical support in financial management and monitoring of income and expenditure for all the projects under the West Africa Regional Office Plan. The Finance & Admin officer will be responsible for providing administrative, coordination and financial management support. In addition to the accounting services, the post holder will provide general support and advice to other departments.

Job Duties and Responsibilities

Financial management

- Monitor budgets and expenditures and contribute to budget planning and revision.
- Ensure the financial transactions are authorized, recorded, filed with adequate supporting documentation, and maintained.
- Ensure supporting documents are completed based on agreement and technical guidelines.
- Assist staff with travel expenses and working expenses reimbursement/settlement.
- Assist staffs for requisition submission as needed.
- Process all payments.
- Record all transactions in the Winpaccs Accounting.

German Leprosy and Tuberculosis relief, West Africa Regional Office (DAHW WARO)

Sacré cœur cité Keur Gorgui, Dakar, Sénégal, villa n°17

Tel. : +221 33 858 18 33

E-mail: contact.waro@dahw-global.org

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- Realize monthly bank reconciliation.
- Support line management to prepare budget monitoring and analysis for all pledges under operations, including accrual report.
- Support line management collecting data to create Budget versus Actual Analysis.

Administration

- Prepare and submit timely and reliable financial updates, reports and statements.
- Provide adequate administrative technical support to program and the regional representative.
- Coordinate visa issuance and other arrangement for delegates and visitors.
- Responsible for all travel arrangements of the delegation staff, flight bookings, purchase tickets; make hotel/accommodation reservations and clear the payments and keep records thereof.
- Ensure proper welcome arrangements for staff, delegate, visitors/consultants including pick up/drop from/at.
- Ensure office cleanliness by supervising surface technicians.

Filing system and record keeping management:

- Ensure there is a Standardized filing system applied through the whole program /operations.
- Develop a process to review the filing system (hard and soft files) on a monthly/quarterly basis.
- Keep track of all admin documents including registration of all internal & external correspondence and records updated.
- Responsible for proper record keeping of program/operations admin activities.
- Any other tasks assigned by the line management related to finance and administration

Requirements

- Bachelor Degree in Administration, Finance, Accounting or related field – required
- 3 years of relevant professional experience in Administration, Finance- required
- Experience in working in a non-profit organization is required
- Proficient with Internet and Microsoft Offices – Finance Systems – required
- Multi-tasking skills – required
- Good written and verbal communications skills – required
- Stress management skills – required
- Fluent in English – required
- French language – required

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Other Skills

- Communication
- Collaboration and teamwork
- Customer relations
- Competencies, Values and Comments

Recruitment Process

- Please submit your application (CV + Cover letter) to recruit.waro@dahw-global.org before **Wednesday, April 24th, 2024**.
- Only shortlisted candidates will be contacted. A written test followed by an interview will be assigned to the shortlisted candidates.