

Compliance Manager

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Company: Jhpiego

Location: Yaounde

Category: other-general

Responsibilities

Review contract and subgrant compliance with policies, procedures and Cameroon and USG laws and regulations

Report results and make recommendations to management

Train contractors, subgrantees and local project staff on USAID compliance

Make regular visits to contractors and subgrantees for monitoring

Ensure that contractors and subgrantees properly safeguard funds and comply with USAID and headquarters' financial and accounting procedures, along with the Finance and Administration Director

Contribute to the development of financial systems and procedures for contracts and subgrants, along with the Senior Finance and Administration Manager

Draft Internal Audit Policies and Procedures and submit for approval by the Finance and Administration Director

Collaborate with the Finance and Administration Director to establish policies, update SOPs to protect assets

Evaluate the reliability and integrity of information and the efficient and effective use of resources.

Follow up on the progress of implementation of recommendations and directions as a result of the reports

Participate in process and internal control improvement initiatives.

Confer with senior and program management staff on a wide range compliance issue

Assist Jhpiego management with identifying and assessing strategic risks

Maintain a working relationship with external auditors

Demonstrate high standards of conduct and ethics as well as appropriate judgment, independence and discretion

Submit reports and documents as deemed necessary

Attend training, seminars and workshops as deemed necessary.

Perform other programmatic, technical and administrative duties as necessary and as assigned

Required Qualifications

Master degree in Accounting or Finance

Demonstrated experience with USAID cost principles, reporting requirements, finance regulations and management systems

Qualified accountant with CPAK, ACCA or equivalent will be an added advantag

A minimum of 8 professional years' experience including 3 to years as auditor in an audit firm and experience in auditing NGOs

Preferred Qualifications

Advanced skills in Excel and Quickbooks

Good understanding of internal audit including international trends and best practices

Excellent analytical, report- writing, oral and written communication skills in English and French

Highly motivated, energetic, independent self starter with strong communication skills

Demonstrated proficiency in IT particularly computer assisted audit techniques.

Ability to travel independently

Sound judgment, ability to work independently, under pressure and to ensure confidentiality

Proficiency in French and English

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