

Cameroon Jobs Expertini®

Finance Manager, Cameroon

[Apply Now](#)

Company: Clinton Health Access Initiative, Inc

Location: Cameroon

Category: other-general

Overview

CHAI seeks a new Finance Manager to join CHAI's office in Cameroon. CHAI's office in Cameroon, established in 2007, has grown rapidly since its inception, and has become an established office with nearly 30 staff, capable of managing multiple projects and steady growth.

The Finance Manager is accountable for the Cameroon Office's day-to-day finance and accounting related functions, including but not limited to, financial compliance, financial management, accounting, budgeting, and budget monitoring in accordance with corporate policies, strategies, plans, and decisions made by Country, Regional and Global Teams. They facilitate the delivery of CHAI's program by ensuring timely and effective financial & accounting related support to achieve results. They ensure and guides the appropriate application of systems and procedures and develops enhancements if necessary. The Finance Manager will support all Cameroon team members in executing programmatic activities in terms of Office Finance & Accounting, Budgeting & Budget control in compliance with CHAI policies and procedures and the country finance and Compliance manual.

The Finance Manager will report to the Country Director, and they will follow country, regional and global operations guidelines.

The ideal candidate for this role will have outstanding analytical, organizational,

interpersonal and communication skills. The ideal candidate must also be able to function independently and flexibly and have the demonstrated ability to lead in a challenging professional environment. CHAI places great value on the following relevant personal qualities: resourcefulness, entrepreneurialism, tenacity, independence, humility, passion for the mission and strong work ethics.

This position is based in Yaoundé and may require travel to various regions in the country.

Responsibilities

Financial Accounting

Day to day financial accounting oversight

Review financial transactions to ensure accuracy of information and compliance

Oversee vendor payments, reimbursements, cash advances, workshop participants payment etc.

Ensure financial vouchers have sufficient supporting documentation

Ensure all prepayments are accurately amortised and reconciled

Manage the daily cashbook closeout procedures

Lead the month end financial close ensuring accurate, timely and complete reporting in line with CHAI guidelines• Work with Local auditors to ensure full compliance on OHADA financial reporting for Non-profit entities.

Financial Management

Prepare monthly cash forecast in line with monthly workplans

Review all expenses to ensure proper allocated to correct grant and budget lines

Ensure time cash request for effective program implementation through prompt payments

Review all procurement documentations and payment request to ensure it is in full compliance with CHAI and donors' guidelines

Prepare monthly variances to budget analysis by grants to support program managers in spending plans

Review various donor reports to ensure expenses are accurate and complete before submission

to donor

Prepare adjustment entries as required for grant spending management

Provide monthly feedback on grant tracking tools report

Lead in the monitoring of financial activities for all programs and prepare expenditure reports for program managers as needed

Prepare and analyze grant spending reports to ensure full compliance to donor requirements

Establish and maintain effective working relationships with program managers/staff members

Lead in the preparation of organizational annual budgets and periodic reforecasts

Preparing donor budget proposals as needed

Assist in the preparation of audits management letter response, financial statements if needed

Grant and Partnership Management

Review all Donation Letters, Independent Contractor Agreements and Memoranda of Agreement from financial management perspective prior to signing with partners/contractors; suggest any points of negotiation and analyses the impact

Assess and Train local partners on best practice in Finance, HR, procurement, and admin processes to ensure compliance with donor policies and regulations

Manage local partners and ensure timely reporting, invoices quality reviews and timely cash disbursements for implementations

Create tracking system to monitor the progress of new agreements with partners and be responsible for record-keeping

Develop grants tracking to monitor existing partners' performance and compliance

Make regular visits to partners' offices, to monitor their financial management system and to

verify their payments

Review and analyze grant expenses and variances in consultation with supervisor to advise the partner on expenditure trends and potential issues

Ensure that donor regulations are complied with in all grant transactions and processes of the partners

Build relations with focal person and build a trusting partnership with partner organizations

Keep the Country Director informed on all major compliance issues/challenges while taking the necessary corrective steps with the respective Partners

Prepare grant Closure checklist for ending grants in collaboration with Program Manager

Statutory and Regulatory Compliance

Coordinate with auditors for annual audits and coordinate donor audits

Maintain banking relationships and ensure compliance with funds transfer justifications

Work closely with the attorneys for labour laws and other legal matters

Implement all Corrective Action Plan ensuing from different audits

Ensure Finance and Other policy manuals are revised annually

Ensure full compliance with all fiscal and social security obligations

Qualifications

Bachelor's degree in finance or accounting, Banking, or a related financial discipline

Master's degree Finance or recognized accounting professional qualification (.ACCA/CA/CPA) will be a plus

Minimum of 5 years of professional experience in rigorous institution

Excellent Knowledge of Microsoft operating Systems with an excellent command over MS Excel

Working Knowledge of ERP Accounting Software (QuickBooks and Unit 4/Agresso and MS NetSuite is required)

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

Experience in managing donors' funds and executing their financial reporting requirements

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

Ability to work in a multi-cultural environment

#jobreference2 #region4

Need help finding the right job?

[Apply Now](#)

Cross References and Citations:

1. [Finance Manager, Cameroon Madridjobs](#) [Jobs Cameroon Madridjobs](#) ↗
2. [Finance Manager, Cameroon Kuwaitjobstoday](#) [Jobs Cameroon Kuwaitjobstoday](#) ↗
3. [Finance Manager, Cameroon Investmentbankerjobs](#) [Jobs Cameroon Investmentbankerjobs](#) ↗
4. [Finance Manager, Cameroon Retailjobsnearme](#) [Jobs Cameroon Retailjobsnearme](#) ↗
5. [Finance Manager, Cameroon Montrealjobs](#) [Jobs Cameroon Montrealjobs](#) ↗
6. [Finance Manager, Cameroon Workjobs](#) [Jobs Cameroon Workjobs](#) ↗
7. [Finance Manager, Cameroon Supplychainjobs](#) [Jobs Cameroon Supplychainjobs](#) ↗
8. [Finance Manager, Cameroon Egyptjobs](#) [Jobs Cameroon Egyptjobs](#) ↗
9. [Finance Manager, Cameroon Osakajobs](#) [Jobs Cameroon Osakajobs](#) ↗

10. Finance Manager, CameroonDenverjobs Jobs Cameroon Denverjobs ↗
11. Finance Manager, CameroonPilotjobsnearme Jobs Cameroon Pilotjobsnearme ↗
12. Finance Manager, CameroonKualalumpurjobsJobs Cameroon Kualalumpurjobs↗
13. Finance Manager, CameroonVancouverjobsJobs Cameroon Vancouverjobs↗
14. Finance Manager, CameroonEntrepreneurshipjobs Jobs Cameroon Entrepreneurshipjobs ↗
15. Finance Manager, CameroonPsychiatristjobsnearmeJobs Cameroon Psychiatristjobsnearme↗
16. Finance Manager, CameroonElectronicsjobs Jobs Cameroon Electronicsjobs ↗
17. Finance Manager, CameroonJavascriptjobsJobs Cameroon Javascriptjobs↗
18. Finance Manager, CameroonAttorneyjobsJobs Cameroon Attorneyjobs↗
19. Finance manager, cameroon Jobs Cameroon ↗
20. AMP Version of Finance manager, cameroon ↗
21. Finance manager, cameroon Cameroon Jobs ↗
22. Finance manager, cameroon JobsCameroon ↗
23. Finance manager, cameroon Job Search ↗
24. Finance manager, cameroon Search ↗
25. Finance manager, cameroon Find Jobs ↗

Source<https://cm.expertini.com/jobs/job/finance-manager-cameroon-cameroon-clinton-health-access-700682c8d0/>

Generated on: 2024-05-03 by Expertini.Com