

## JOB DESCRIPTION

<b>POSITION:</b>	<b>Finance Officer</b>
<b>LOCATION:</b>	Ouagadougou, Burkina Faso
<b>SUPERVISOR:</b>	Associate Director, Finance & Operations, A&T Project/Burkina Faso
<b>BAND:</b>	JJ/9
<b>SALARY:</b>	Commensurate with education/experience

**Project Summary:** Alive & Thrive is an initiative to improve infant and young child feeding practices by increasing rates of exclusive breastfeeding and improving complementary feeding practices. The first 1,000 days, from conception to two years of age, provide a window of opportunity to prevent child deaths and ensure healthy growth and brain development. Alive & Thrive is scaling up nutrition through large-scale programs in several countries in Asia and Africa and through strategic technical support for adaptation of tools and approaches and dissemination of learnings worldwide. Alive & Thrive is funded by the Bill & Melinda Gates Foundation and the governments of Canada and Ireland.

In its first five years (2009 to 2014), A&T demonstrated that innovative approaches to improving feeding practices could be delivered with impact and at scale in Bangladesh, Ethiopia, and Viet Nam. Alive & Thrive continues its work there and is supporting others to scale up nutrition by applying and adapting tested, proven approaches and tools in India, Southeast Asia, Nigeria and Burkina Faso. Lessons learned, tools and approaches developed in Burkina Faso are expected to be applied to other countries in West Africa.

**Position Summary:** Under the leadership of the A&T Burkina Faso Associate Director, Finance & Operations, the Finance Officer coordinates financial/accounting operations, including providing overall financial monitoring and support to the A&T Burkina Faso program. S/He ensures sound financial management of sub-awards, including appropriate utilization of funds, timely invoicing, financial tracking, etc.

The position requires qualifications and appropriate skills in accounting and financial management, as well as strategic thinking, excellent communication skills, and strong technical knowledge in financial management.

### **Essential Job Functions:**

- Assume responsibility for managing financial/accounting aspects of the project on a daily basis.
- Work closely with the Associate Director, Finance & Operations and project headquarters staff with regard to budgeting, fiscal monitoring, accounting, sub-award planning, and other

tasks as requested.

- Follow up on all financial aspects of local procurement and contracting, including processing of payments, financial monitoring, tracking, etc. as per project financial procedures.
- Ensure compliance of internal and sub-contractors' expenditures with FHI 360 policies and procedures.
- Provide necessary financial and administrative support to all project staff, consultants and sub-contractors and ensure timely reporting of expenses.

### **Specific Responsibilities**

#### **Imprest Accounting**

- Assume primary responsibility for processing and reconciling imprest account promptly and accurately, including the review of bank statements, bank reconciliations, expense/advance reports, and imprest summaries. Imprest account is managed using QuickBooks.
- Ensure that imprest report is complete, individual transactions are properly documented and all accounts are reconciled prior to submission to Headquarters.
- Work closely with project headquarters staff to ensure final reconciliation of imprest transactions and to resolve questions on the imprest reports promptly.
- Work closely with the Associate Director, Finance & Operations to prepare cash flow and monthly projection of expenses for replenishment of field funds.

#### **Financial Management of Sub-Awards**

- Processes vendor and sub-award payment requests.
- Maintain individual financial trackers for each sub-award.
- Conduct periodic site visits to sub-awardees to monitor financial performance, verify supporting documentation, review invoices, and ensure proper internal control systems and procedures are in place.
- Review information on the payments, invoices, and overall financial status of sub-awards in the monthly commitment tracker.

#### **Accounts Payable and Cost Allocation/Administration**

- Prepare and process payroll.
- Review and reconcile expense reports submitted by office staff and consultants for completeness, accuracy and compliance, provide feedback as necessary.
- Review and analyze vendor vouchers for accuracy and compliance with client's and FHI 360's billing requirements; process payment requests accordingly.
- Assure proper allocation of expenditures to funding source and expense categories.
- Ensure all financial records are complete, audit ready and stored properly

- Manage petty cash.

### **Administrative Management**

- Ensure compliance with Burkina Faso laws (including labor laws) and tax regulations.
- Provide support to the program team for costing of activities and budgeting
- Support the organize business meetings and workshops, including coordinating the engagement of speakers, room arrangements, arranging refreshments, and ensuring that minutes are taken, as directed.
- Manage filing system for all financial and personnel documents.
- Coordinate with local organizations to ensure collaboration on administrative issues.
- Maintain close communications with project partners and HQ staff.
- Perform other duties as necessary.

### **Qualifications**

- Degree in accounting, finance, or other relevant field or equivalent combination of education and work experience.
- At least 5 years of progressively responsible accounting, finance and operational management and experience in a NGO setting.
- QuickBooks experience strongly preferred
- Computer skills, including Microsoft Word and Excel
- Excellent organizational and written and oral communication skills
- Ability to travel to project field sites
- Fluency in written and spoken French required; working knowledge of English preferred
- Ability to work with minimal supervision
- Proven ability to pre-plan critical actions and carry out actions in an efficient and timely manner
- Track record of being a team player, ability to deal with multiple tasks, flexibility and getting critical tasks completed on time

**To apply, please visit our website [www.aliveandthrive.org](http://www.aliveandthrive.org) or e-mail your cover letter and resume to: [aliveandthriveburkinafaso@gmail.com](mailto:aliveandthriveburkinafaso@gmail.com).**