

**FINANCE AND ADMINISTRATION OFFICER – WEST AFRICA OFFICE**

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| **Reports to:** | Finance and Administration Officer (FAO) |
| **Responsible for:** | None |
| **Location:** | Based in Dakar, with some travel as required |
| **Salary details :** | Based on experience |
| **Hours :** | Normal Senegal working hours, plus additional hours as required |
| **Conditions :** | National appointment, a fixed contract of two years with the possibility of extension |

**Current Structure and Position of the Role**

Accountantntnt

Regional Director

Programme Manager

Community Engagement Officers

Advocacy Officer

Animal Welfare Officers

Programme Developement Manager

Finance & Operations Manager

Finance & Administration Officer

Driver

Finance Admin & Logs Assistant

Planning, Monitoring, Evaluation and Learning Manager

Communication

Officer

**Background to the Role**

The Brooke is the UK’s leading overseas welfare charity for working horses, donkeys and mules.

The Brooke currently operates across ten countries in Asia, Africa, Central America and the Middle East.

Brooke’s West Africa programme covers Senegal and Burkina Faso.

Working equids play a crucial role in the livelihoods of West African populations (At least ten million, corresponding to the agro pastoral population in these two countries) by providing them with monetary from transport and trade and non-monetary income (e.g. watering).

The overall goal of the country programme is to sustainably improve the welfare of 150,000 working equids in Senegal and West Africa by 2021.

We aim to do this by building on the experience of our current programme and growing our partner portfolio in Senegal and Burkina Faso. In order to facilitate this growth, the office in Dakar has become a West Africa Office (WAO) and it is now responsible for the development of country and regional strategy, all aspects of programme and grant management, support to current and potential national partner organisations and for increasing the visibility and awareness of The Brooke’s work in the region.

The purpose of this role is to support the Finance and Operations Team in the first instance and also to the project team.

Of primary importance are the implementation and compliance with Brooke minimum standards and the delivery of accurate financial information in a timely manner. Also the provision of technical support to the WAO project team and capacity building for both the WA0 and the partner staff on financial systems and procedures

**Key Responsibilities and Tasks**

The Accountant Officer is responsible for:

**Financial Management of WAO**

* Ensuring the implementation of Brooke finance policies and procedures, ensuring compliance with donors and Senegal legal requirements
* Ensuring that all payments are properly authorised in accordance with the WAO delegation of authorities
* Supporting the WAO team in regular expenditure tracking and budget monitoring

**Accounting**

* Process disbursement request following established policies and procedures.
* Review back-ups attached to the payment requests for compliance to policy and completeness of documentation.
* Following with FALA suppliers invoice payments and pending
* Ensure proper coding on all disbursement vouchers for correct accounts and transaction codes.
* Process staff Advance and track settlement in accordance with BROOKE policies.
* Receive, review and process all Employee Expenses Reports and post into SAV XL Journal.
* Reconciliation of advance accounts and preparation of staff advance statements
* Ensuring the accuracy, reliability and timeliness of accounting information and supporting documents
* Entering daily all bank and cash transactions into the accounting system
* Ensuring compliance with the central filing system; ensure consistent use and proper archiving of accounting and financial documents
* Ensuring timely payments with appropriate deductions for taxes,
* Ensuring asset register is updated and Brooke assets and resources are managed appropriately

**Audit**

* Ensuring accurate and complete accounting records are available for audit
* Supporting the Finance and Operations team in implementing the recommendations of audits and internal controls
* Partner support, training and monitoring
* Supporting the partners in book-keeping and accounting procedures and in the preparation of financial reports required by Brooke
* Supporting the programme team to ensure partners comply with deadlines for submission of financial.
* Ensuring electronic filing of all partner financial reports and hard copies of essential documents for audit trail.
* Participate on financial monitoring visits to the programme intervention areas, ensuring coordination and feedback to programme team;

**Treasury**

* Track daily bank statement and bring to the attention of Finance and Administration Officer.
* Proceed monthly bank reconciliations
* Supporting the FOM to submit Brooke WA and Partners' monthly requests for transfer of funds
* Ensuring compliance with Brooke procedures in all cash-related operations
* Ensuring the safety of cash, according to the levels of insurance and ensure that the cash kept in the WAO office does not exceed agreed limits.
* Manage recharges(From/to UK) process and Submission for reimbursement

**Administrative Support**

* Overseeing petty cash and main cash management as requested by the FOM
* Planning and overseeing of administrative support to programme team for accurate survey data entry and analysis using Excel and other database software
* Ensure follow up of vehicles maintenance, insurance and technical visits

**General**

* Perform such additional tasks as may reasonably be requested from time to time by the FOM in undertaking the role and complying with all Brooke global and regional policies and procedures
* As part of this role there may be a need to travel as required, sometimes at short notice, within Senegal, the region and internationally

**Candidate Profile**

*The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which the decision on who to appoint will be made. Please ensure that you show how you meet the criteria outlined below in your application.*

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| **Knowledge and Experience** | | **Essential** | **Desirable** |
| 1 | At least a first degree (Bachelor's degree) in finance and accounting or other similar field of study is required | √ |  |
| 2 | Significant experience (minimum 2 years) working with an international NGO, with solid experience in financial and operational management | √ |  |
| 3 | Proven ability to understand administrative, financial and accounting instructions, rules and procedures of NGOs. | √ |  |
| 4 | Able to challenge, review and improve processes | √ |  |
| 5 | Experience in managing partnerships and grants |  | √ |
| 6 | Understanding the importance of equine work in the economies of developing countries |  | √ |
| 8 | Experience working in other countries in West Africa and an understanding of the political, social and economic situation of the region. |  | √ |
| 8 | Experience in managing finance functions | √ |  |
| 9 | Experience in the development and management of IGAs |  | √ |
| **Skills and Abilities** | | **Essential** | **Desirable** |
| 1 | Effective communication with both finance and non-finance staff | √ |  |
| 2 | Competencies in the effective management of information including the ability to analyze financial information | √ |  |
| 3 | Attention to detail | √ |  |
| 3 | Good interpersonal skills, able to work diplomatically with people at all levels, inspiring trust, common understanding and motivation | √ |  |
| 4 | Able to work in an orderly and methodical manner and to manage timelines effectively | √ |  |
| 5 | Ability to prioritize and manage a diverse and cumbersome workload, work under pressure and often on tight deadlines | √ |  |
| 6 | Good level of English |  | √ |
| 7 | Good computer skills (Word, Excel, PowerPoint, Outlook) | √ |  |
| 8 | Experience using SUN or other accounting software |  | √ |
| 9 | Ability to travel and work independently in Senegal and other countries of the region | √ |  |
| 10 | Willingness to work flexibly and sometimes outside working hours | √ |  |
| 11 | Good team-player | √ |  |
| 12 | Committed to pursuing Brooke's goals, animal welfare and community development; Add self-starter and can work without supervision etc. | √ |  |