

CALL FOR APPLICATIONS

Post	FINANCE OFFICER
Contract	Fixed-Term
Job Summary	The post holder should be familiar with audits, invoices and budget preparations. Our ideal candidate should demonstrate interest in managing accounting activities, including bank reconciliations, accounts payable and accounts receivable. The post holder should also have excellent organizational skills and be able to handle time-sensitive tasks. Ultimately, the post holder will be responsible for the day-to-day management of our financial transactions and procedures.

Main Duties & Responsibilities

- Act as main contact point between P.I's and the CRID administration
- Update risk register as need be and submit to Finance Manager on or before the 5th of every month
- Strict follow-up of all project expenses and ensure budget adherence
- Produce all request forms and ensure that these forms are signed by the appropriate authorities and forward to the cashier
- Present all request forms to the cashier for consolidation and keep a copy
- Produce monthly reports and present to P.I's, the Finance manager and highlight areas that need attention on or before the 10th of every month
- All reporting information needs to be backed up by supporting documents from the financial software
- Produce quarterly, six-monthly, annual and any other reports required by funders at least one week to the due date and share with the P.I and Finance Manager for validation and signature by the H.A.F
- Monitoring and Evaluation of the budget needs to be carried out.
- Prepare all invoices and receipt and forward to Finance manager for validation and signature.
- Ensure strict follow-up of CRID policies
- Track bank deposits and payments
- Ensure all request forms have unique numbers and are records kept
- Weekly enquiry from P.I'S about weekly needs and request for them
- Keep copies of all receipts and justifications.
- Carry out budgeting
- Participate in weekly meetings
- Any other tasks assigned by the supervisor.



SKILLS AND PERSONAL QUALITIES NEEDED:

- Bachelor's degree in Finance, Accounting or relevant field.
- A minimum of 1 to 5 years' experience in a similar role.
- In-depth knowledge of financial regulations and accounting processes.
- Outstanding analytical and time management skills.
- Strong attention to detail.
- Experience of working in a finance environment and in confidentiality
- Excellent written and verbal communication skills.

APPLICATION INSTRUCTIONS

A cover letter;

A CV;

A photocopy of the ID card and Degree

At least two professional references.

Working conditions	Full time, 40 hours per week.
	Fixed Term 2 years
How to Apply	Send file to crid@crid-cam.net
closing date	August 31 th ,2023

Note:

- Female applicants are strongly encouraged to apply
- Only electronic applications will be accepted.
- If you have not heard from us 3 weeks after the closing date, please consider your application unsuccessful