

Job description

**ERNWACA Finance Officer**

Bamako, Mali

[www.rocare.org](http://www.rocare.org)

[19 January 2007 draft]

Mission

Ensure transparent and efficient management of ERNWACA funds, oversee timely provision of monthly and annual reporting within the network and to partners, and help mobilize the resources necessary to run ERNWACA and meet network objectives.

Interlocutors

Regional staff including lead researcher for pan African research agenda on ICT<sup>1</sup> pedagogical innovation, partner universities in Africa, ERNWACA treasurers at national level, ERNWACA national coordinators, ERNWACA technical and financial partners, external audit company

Supervisor: ERNWACA regional coordinator

Supervise: ERNWACA financial and administrative assistant (accountant)

Responsibilities

- Annul budgeting and financial projections
- Monthly and annual financial reporting
- Preparation of program budgets and technical reports to be submitted to potential partners within contractual deadlines
- Ensure respect of contractual project timelines at regional and national levels
- Validation of reports to be submitted to financial partners
- Put in place mechanisms to ensure receipt from partner universities in Africa and ERNWACA national coordination offices in 14 member countries of quarterly and annual activity and financial reports within deadline
- Review project reports and receipts received from national level to ensure conformity with contractual obligations
- Consolidate reports from national level for ERNWACA annual report
- Interface with ERNWACA national treasurers/coordinators to improve quality of financial management, transparency, and reporting so as to strengthen national capacity to mobilize resources
- Review all ERNWACA contracts, memoranda of understanding and protocol
- Assist regional coordinator and project manager in continued implementation of resource mobilization strategy
- Advise on annual giving campaign and endowment fund initiatives
- Participate in activities to train national members in resource mobilization
- Keep the ERNWACA Guide to Network Management (in French and in English) up to date and ensure that network management tools are available on the network Intranet available to members only

Profile

- Minimum 5 years experience in financial management in private or public sector
- Intimate familiarity with SYSCO accounting

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<sup>1</sup> Information and Communication Technologies (ICT)

- Excellent analytical and conceptual skills
- Good writing skills
- Honest, organized and rigorous
- Excellent communication and people skills
- Creative solution finder
- Leadership and training skills
- Experience in configuring various accounting and financial management software packages
- Daily user of Internet and other computer-based applications
- Excellent in spoken and written French and English, in addition to several African languages
- International and intercultural experience including experience in several West/Central African and other countries

To apply:

Please submit by 22 February 2007 to [recrutement@rfrh.net](mailto:recrutement@rfrh.net) with subject line “Finance officer application”:

1/ Motivation letter

2/ CV

3/ At least three professional letters of reference regarding integrity and competencies

**FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY.**