

## **Country Finance and Administration Manager (CFAM)**

**Type – Full time**

**Location - Cameroon**

**Reporting – Chief of Party**

**Position – Contingent on Funding**

### **Introduction**

Nascent Solutions, Inc., (Nascent) is seeking to recruit a Country Finance and Administration Manager (CFAM) to provide financial and administrative oversight on the support the FY2023 United States Department Agriculture (USDA) McGovern-Dole Food for Education and Child Nutrition program in Cameroon.

The principal objectives of the McGovern-Dole Program are to carry out: 1) preschool and school food for education programs in foreign countries to improve food security, reduce the incidence of hunger, and improve literacy and primary education, particularly with respect to girls; and 2) maternal, infant, and child nutrition programs for pregnant women, nursing mothers, infants, and children who are five years of age or younger.

### **Duties and Responsibilities**

#### **1. Financial**

- Support the annual budget planning and contribute to the monthly budget analysis.
- Develop and maintain local amendments.
- Overseas Finance and Administration Manual to reflect adaptations to agency policies and procedures.
- Manage program budget, accounting, and cash call tracking within QuickBooks.
- Ensure comprehensive filing of supporting documentation which includes vouchers, payment receipts, payroll vouchers, related tax documentation, bank account and statements.
- Generate monthly, quarterly, and annual financial reports.
- Prepare monthly cash forecast and coordinate with HQ for fund transfers that are adequate for office and project operations.
- Manage bank accounts and complete monthly reconciliation.
- Control and maintain petty cash reserves.
- Create monthly and annual statements to government authorities for tax, social security, and other legal responsibilities.
- Assist the auditors (internal and external) during the compliance processes.
- Lead and coordinate orientation on financial management for local partners.
- Ensure field visits to the regional partners' office to follow-up their fiscal procedures.
- Conduct performance feedback sessions and team meetings with the finance staff of local partners.

## **2. Logistics and Administration**

- Ensure the smooth operation of the office, including maintenance of office supplies and management of service providers.
- Maintain asset lists and manage appropriate asset disposition per governmental and donor policies.
- Ensure the appropriate management and tracking of program vehicles including maintenance and assessment of vehicle use logs.
- Manages the procurement and renewal of insurance as necessary by law for national personnel and vehicles.

## **3. Human resources**

- Ensure all employee contracts, other records are comprehensive and stored in a secure manner.
- Keep records of staff vacation, compensation days, sick leave, and other categories of leave.
- Prepare and manage staff payroll and benefits.
- Prepare, pay, and file taxes and other withholdings related to payroll.
- Ensure all personnel are trained on company policies, regulations within employee and donor regulations, to include code of conduct and other rules.
- Stay informed of any new local labor law changes.

## **4. Program Support**

- Support to business development endeavors, specifically with regard to costing local expenses and assisting management and/or partners in financial plans.
- Design and prepare financial reports and work with the management on identifying the matters that should be addressed concerning budgeting and execution of donor funds.
- Provide practical assistance to staff and partners in relation to finance and administrative management.

### **Required Skills, Qualifications and Attributes**

- Master's degree in economics, Finance, Accounting and/or a related area.
- 10+ years of demonstrated experience successfully managing complex USG or other international donor programs, CPA is highly preferred.
- Demonstrated capability to effectively collaborate with other staff and partners.
- Ability to manage cooperative agreements, contracts, and grant-making projects in accordance with all reporting obligations.
- Ability to operate internal control functions to manage daily operations of the project.
- Previous in-country or regional experience is highly desirable.

**Language:** The candidate must be professionally proficient and fluent in written and spoken English and French.

### **How to Apply**

Interested candidates should submit a cover letter, CV, to [recruitment@nascents.org](mailto:recruitment@nascents.org). Please include “**CFAM – Cameroon**” in the email subject line. **Each CV must not exceed 3 pages,**

**the Applicant must also submit three references for each person proposed and provide complete contact information, including his/her most recent supervisor's name and contact information.** Please note that only shortlisted candidates will be contacted. Closing date for applications is **April 10, 2023**. *Salary commensurate with experience.*

### **About Nascent Solutions**

Nascent Solutions is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, or political affiliation. Nascent offers employees a competitive compensation package which may include health insurance, paid vacation, 401(k), and a professional development stipend.