

Located in 4 countries: United States of America (HQ), Burundi, Uganda, Democratic Republic of Congo and Malawi, Lifenet International (LN) launched in 2011 a conversion franchise network of local church-based partner Health facilities in Burundi and now works in partnership with 220 health facilities across SubSaharan Africa. LN builds their capacities to provide quality, sustainable healthcare through on-site medical and management trainings, coachings and mentorship, pharmaceutical and equipment access as well as quality assurance.

LIFENET INTERNATIONAL would like to recruit a Finance and Administration Officer

### **JOB PURPOSE**

The Finance and Administration Officer will be responsible for all Organization's accounting, finance and administrative tasks. S/He will be under the direct supervision of the Operations Manager and the Country Director.

### **DUTIES AND RESPONSIBILITIES**

#### **I. Accounting and Finance**

1. Petty cash management
2. Manage orders, purchases and payments
3. Manage of cash and bank expenses/transactions
4. Invoice and payment support management
5. Assist in the annual Budget planning process.
6. Prepare weekly expenses, submit them to the Operations Manager for review and approval and make all necessary bank withdrawals and cash payment.
7. Forecast and process monthly expenses funds request and transfers
8. Management of the Organization's bank accounts and relationships
9. Ensure field staff financial needs are met according to the financial policies
10. Receipts and supporting documents verification according to the financial policies and ensure invoice payment on time.
11. Create and update physical and electronic filing systems for all financial and accounting records/documentation
12. Perform any other financial and accounting task as required by the Management

#### **II. ADMINISTRATION**

1. Maintain and update a suppliers' database
2. In charge of all financial correspondences with state financial institutions and partners
3. Carry out his/her work in strict compliance with internal and state procedures
4. Assist in the creation and update of internal financial and accounting procedures
5. Assist in the creation, updating and maintenance of office equipment and material inventory systems.
6. Provide necessary assistance and/or administrative, financial and accounting support to staff and the Management

7. Prepare and carry out (within the required deadlines) all the Organization's financial obligations towards the State (INSS, OBR, IPR, Ministry financial reports, etc.)
8. Manage the premises maintenance staff
9. Perform any other administrative task as required by the Management.

**REQUIRED SKILLS AND QUALIFICATIONS:**

- Hold a university/bachelor degree in management, business and administration, finance and
- accounting or any other social science related to management, administration, finance and/or
- economics.
- Have at least two years of experience in a similar position, preferably in an NGO
- Proficiency in the use of Microsoft Office tool
- Proficiency level in French language
- Experience in using the Sage platform

**DESIRED SKILLS:**

- A listening/comprehension, reading and writing advance level is highly desirable.
- Experience in analyzing financial and accounting data.
- Experience in a financial company/organization

All interested candidates are requested to mail their applications containing:

- A Motivation Letter addressed to the Country Director of Lifenet International Burundi
  - A Resume or CV
  - Three professional references
  - Copies of certificates/degrees
- at the following email address: « [recruiting.burundi@lninternational.org](mailto:recruiting.burundi@lninternational.org) »

**The deadline for sending applications is January 3, 2021 at 11:59 pm**