

Position Description: **Financial Management Specialist, Burkina Faso**

Work Location: **Burkina Faso**

City: **Ouagadougou**

Job Code: **2740**

Job Brief

Burkina Faso

DT Global is shaping a future where sustainable development and innovation empower individuals, communities, and nations. We work in partnership with local stakeholders to foster inclusive prosperity, social equity, and environmental stewardship. Our global team of 2,500 staff and experts work in over 90 countries to solve complex problems in the peacebuilding, governance, economic development, environment, and human development sectors. With a track record of technical excellence and more than 60 years of international development experience and relationships, we deliver innovative solutions that transform lives.

DT Global is seeking Financial Management Specialists (2 vacancies) to join our Global Fund Fiscal Agent team in Burkina Faso. The period of execution of the contract between DT Global and the Global Fund is until June 30, 2024, with a high probability of extension for 3 years.

Duties and Responsibilities:

The Financial Management Specialist will be responsible for the day-to-day accounting activities of the grant, including processing payment and payroll requests, completing banking transactions, tracking budgets, recording financial transactions, maintaining accounts payable and the fixed assets register, processing tax exemptions and refunds, and preparing weekly and monthly bank reconciliations for project funds.

Qualifications and experience required:

- A minimum of 5 years of experience in accounting, such as invoice and payroll processing, cash management, bank reconciliation and financial accounting
- Experience working with an automated accounting system
- Strong skills in internal control and/or audit

- Experience working with international donors and/or on projects in the health sector
- Knowledge of local tax laws and compliance
- Strong communication skills
- Fluency in English – reading, writing and speaking
- Hold a bachelor's degree in finance/accounting or an equivalent certification in accounting (qualifications such as CPA, CA or CMA will be an added advantage)
- Computer skills - Microsoft Office - Outlook, Excel and Word.

Adverts – Burkina Faso Fiscal Agent – local staff

Spécialiste de la gestion financière (2 postes vacants)

*DT Global invite des candidats pour les postes suivants pour rejoindre notre équipe d'agent fiscal financé par Fonds Mondial en Burkina Faso: **Des spécialistes en gestion des finances.***

La période d'exécution du contrat entre DT Global et le Fonds mondial s'étend jusqu'au 30 juin 2024 avec une forte probabilité de prolongation de 3 ans.

Fonctions et responsabilités:

Le spécialiste de la gestion financière sera responsable des activités comptables quotidiennes de la subvention, y compris le traitement des demandes de paiement et de paie, l'exécution des transactions bancaires, le suivi des budgets, l'enregistrement des transactions financières, la tenue des comptes créditeurs et le registre des immobilisations. , traiter les exonérations fiscales et les remboursements, et préparer les rapprochements bancaires hebdomadaires et mensuels des fonds du projet.

Diplômes et expérience requis:

- Un minimum de 5 ans d'expérience dans des responsabilités comptables telles que le traitement des factures et de la paie, la gestion de la trésorerie, le rapprochement bancaire et la comptabilité financière.
- Expérience de travail avec un système comptable automatisé

- Solides compétences en contrôle interne et/ou audit
- Expérience de travail avec des donateurs internationaux et/ou sur des projets dans le secteur de la santé
- Connaissance des lois fiscales et de la conformité locale
- De solides compétences en communication
- Maîtrise de l'anglais - lu, écrit et parlé
- Détenir un baccalauréat en finance/comptabilité ou une certification équivalente en comptabilité. Des qualifications en comptabilité telles que CPA, CA ou CMA seront un avantage supplémentaire.
- Compétences informatiques - Microsoft Office - Outlook, Excel et Word

Core Competencies:

TEAMWORK: Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust and commitment.

COMMUNICATION: Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

ADAPTABILITY: Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.

CUSTOMER/CLIENT FOCUSED: Anticipates, monitors and meets the needs of customers and responds to them in an appropriate and responsive manner.

DIVERSITY AND INCLUSION: Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.

PROFESSIONALISM: Displays appropriate and ethical behavior, integrity and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.

We thank all applicants for their interest. Only short-listed candidates will be contacted.

DT Global, LLC is an Equal Opportunity Employer. All qualified applicants will receive

consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global, LLC prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.