



AA- FITCH RATING

A rating of confidence in our performance

The African Guarantee Fund has been assigned an Insurer Financial Strength (IFS) rating of "AA-" (Very Strong) by Fitch Ratings. This rating reflects AGF's financially sound fundamentals of strong owners, very strong capital position, proven business model as a provider of local currency guarantees for Small and Medium-Sized Enterprises in Africa, and low investment risk.



A GUARANTEE FOR AFRICAN GROWTH
www.africanguaranteefund.com

VACANCY ANNOUNCEMENT

Position	Finance and Administration Officer (Responsable finance et administration)
Reporting to:	Reporting to the General Manager of the GARI Fund, as line Manager With functional Relations with the Chief Financial Officer and Head of Human Resources.
Location	Lomé, Togo
<p>About the GARI Fund The Guarantee Fund for Private Investments in West Africa (GARI Fund), headquartered in Lomé, has since 1994 been implementing financial guarantees for the private sector in the ECOWAS region. Its shareholding is composed by the African Guarantee Fund (AGF) as the main shareholder with 80.56%, the West African Development Bank (BOAD) up to 11.58% and 23 commercial banks up to 7.86%.</p> <p style="text-align: center;"><i>AGF is rated with a stable outlook of AA- by Fitch Rating International</i></p>	
<p>Position Summary</p> <p>Reporting to the Managing Director, the finance and administration officer will be in charge of guaranteeing good administrative, accounting and financial management while monitoring proper execution of the strategy and the defined procedures as per the framework of the strict rules defined by the Group's general management. He/She will Coordinate accounting and financial activities to provide reliable support to ensure that company accounts and the preparation of financial and accounting documents are in accordance with the legislation. Additionally, the incumbent will support the human resources function and will be charged with providing both operational and strategic support to the team.</p>	
<p>Key Duties and Responsibilities</p> <p>Accounting, Financial & Budget Management</p> <ul style="list-style-type: none"> • In accordance with the Chart of Accounts, prepare budget documents and any other supporting documents vital for the budget decision-making process & monitoring; • Supervise all accounting documents; • Develop documents (dashboards) and procedures for analytical accounting purposes; • Responsible of periodic closing of accounts (monthly, quarterly, annual); • Draw up the accounting and financial statements; • Conduct summary financial analyzes of the Fund for internal use or for third parties (Management Report ...); • Prepare tax and social statements; • Define the main orientations of the control systems; • Establish the management procedures and indicators needed to monitor activities; 	

- Interface and manage relations with external stakeholders (Statutory Auditors, Banks, Tax Department, Tax Advisory Board, and Others ...);
- Carry out any specific analysis at the request of the General Management (financing study, sponsorship project, etc.);
- Carry out Periodic inventories and asset monitoring activities
- Monitoring of accounts and cash flow;
- Ensure efficient cash management in line with the needs of the organization;
- Develop an information system and tools needed to guarantee the quality of the financial information to the Chief Executive Officer and make appropriate recommendations;
- Work closely with the Head of the Department of Internal Control;
- Ensure periodic reporting (balance sheet, income statement, dashboard, summary, etc.) to the Group Finance Department (IFRS Standards) in a timely manner;
- Ensure compliance with the reporting requirements vis-à-vis the Banking Commission of the Central Bank of West African States (BCEAO)

Human Resources Management

- Management of teams in charge of administrative and financial activities;
- Preparation of the staff management records: contract, vacations, labour certificate, etc.;
- Follow up on payroll, leave monitoring and occupational health data;
- Assist senior management in recruitment processes;
- Ensure the regular updating of the establishment plan and the administrative follow-up of the staff;
- Take care of the administrative management of the staff in collaboration with the General Management and the Group Human Resources Department
- Evaluate administration staff in accordance with performance evaluation guidelines

General administrative management

- Develop and optimize the tools and procedures related to the proper functioning of the subsidiary (letters, internal notices, dashboards, action plans, grading, archives, etc.);
- Ensure the monitoring of the office logistics and automation (supplies, offices, etc.) and equipment management
- In charge of relations with partners, Banks and Others;
- Drafting and application of various agreements and contracts;
- Management of legal affairs and legal procedures and litigation management in collaboration with the Group Legal Department;
- Ensure a legal oversee of the various areas of its responsibility (labor rights, accounting aspects, taxation, etc.);
- Manage debt collection.
- Coordinate all company travel and logistics as per the travel procedures.
- Ensure that internet connectivity and networking is upto standards and well maintained
- Supervise administration staff including the GARI ICT officer.

Reports drafting

- Oversee the monthly reporting including the financial statements and cash-flow projections, and make them available to the General Management of the Audit Committee and the Board of Directors;
- Oversee the preparation of activity reports and in particular: the organization's income statement, financial statements, reports to shareholders, Board of Directors, etc.

The Finance and Administration officer may be assigned any other tasks according to the needs of the

GARI Fund.

Desirable Qualifications, Knowledge, Skills and Experiences

- Holds a Master's degree in Economics/ Accounting/ Finance (DCG, DSCG, MSTCF or equivalent) ;
- At least 7 years of experience in a similar position, including a minimum of 5 years in an establishment Institution approved by the Banking Commission of the Central Bank of West African States (BCEAO);
- Professional certifications of the profession such as Expertise Accounting, CPA; ACCA...
- Good command of accounting including OHADA law of banking accounting standards and International Financial Reporting Standards (IFRS)) ;
- Have experience in an international environment;
- Perfect knowledge of the banking and tax environments of Togo;
- High level of command in office tools, including Excel, PowerPoint, Word;
- Ability to foresee the economic and financial consequences of daily activities;
- Have excellent written and oral skills.
- Team management;
- Autonomous, Organized, Methodical;
- Adaptability and responsiveness, Available, Pragmatic and Open-minded.
- **Bilingual (French and English) a MUST.**

Terms of Offer

The African Guarantee Fund for Small and Medium-sized Enterprises (AGF) Group is an equal opportunity employer and offers a regionally competitive salary with an excellent benefits package.

AGF prides itself on its collegial, supportive and gender sensitive working environment and believes that staff diversity promotes excellence.

Women candidates are strongly encouraged to apply.

Applications

Applicants should apply by email, sending one document including a cover letter summarizing their relevance to this position, a full C.V. names and contact information of three referees knowledgeable about the candidate's professional qualifications and work experience to:

recruitment@africanguaranteefund.com.

"Application for Finance and Administration Officer" should be clearly marked on the subject line of the email message.

Applications will be considered until 7th January 2018.

Only short-listed applicants meeting the above requirements will be contacted.

We invite you to learn more about us at:

www.africanguaranteefund.com