

VACANCY ADVERT

Position: Finance and Admin Assistant
Location: Maroua (for North & Far North Operations)
Contract Duration: 6 Months Service Contract.
Grade: Level 4
Reports to: Finance and Admin Officer
Indirect Reports: Regional Coordinator
Supervises: N/A
Domain: Banking and Finance

While this vacancy is open to both Internal and External Candidates, priority shall be given to the most qualified applicants. Please NOTE that only shortlisted candidates shall be contacted for Interviews.

Only applications with completed and signed [PSEA self-declaration forms](#) will be evaluated.

About Rhema Care.

Established in 2005 in Nigeria and after almost 2 decades of successful operations and impacting lives, Rhema Care was also established in Cameroon in 2020. Rhema Care Integrated Development Centre is a faith-based, not-for-profit, non-governmental humanitarian and development agency established as a direct social response to the colossal challenges, critical needs, and gross inequalities created by abject poverty, illiteracy, injustices, diseases, disasters, conflicts, and lack of opportunities plaguing the developing world in general and the African continent in particular.

Our Drive

Rhema Care is motivated by the love of God to serve humanity in great commitment to the great commission through a holistic mission that combines social action with integral ministry and empowerment for the development of the total person. Over the past ten years, Rhema Care has worked in Nigeria to provide community-based interventions in Health, Education, Livelihoods, and Protection amongst highly vulnerable populations and deprived communities.

Our Vision and Mission

We envision an equitable and inclusive society with sustainably empowered and transformed communities where everyone has dignity and enjoys a good quality of life.

Rhema Care pursues a **Mission** "to work with very vulnerable and excluded populations including women, children, and deprived communities to eliminate risks and vulnerabilities that threaten their rights to dignity, wellbeing, and livelihoods". We progressively achieve this through our community-centered, rights-based approach by **empowering** the most vulnerable to exercise their basic rights and maximize their potential for sustainable livelihoods; creating the necessary **enabling** environment for minimizing the vulnerability of the poor and improving their quality of life; and building partnerships through strategic **engagement** with other individuals and pro-poor partner institutions that share in our vision.

We are seeking talented young people to join our team of engaged and passionate members to continue in the vocation of impacting lives. If you share in our values of Commitment and Care; Accountability and Action; Responsibility and Respect; Excellence and Equity; and are ready to imbibe our humanitarian mission in Cameroon, then we would like to have you.

Overview of Role/Position.

The Finance and Admin Assistant has the overall responsibility of assisting a smooth implementation of day-to-day accounting transactions and administrative duties including communication support for the regional office, ensuring implementation of donors' rules and regulations, and Rhema Care finance policies & procedures.

Core Functions / Responsibilities

1. *Provide financial management and procurement support*
2. *Effect all cash payments and collections made outside of the office*
3. *Prepare check and effect payments after approval from the designated official.*
4. *Maintain files of financial records, agreements, and other documents.*
5. *Maintain bookkeeping including records of all cash, petty cash, and bank transactions in relevant accounting books, software and Excel formats using the correct codes*
6. *Compiling periodic financial reports and submitting them to the Finance & Admin Officer/ Manager for review.*
7. *Keep all used and unused finance vouchers and cheque books in a safe place.*
8. *Keep the petty cash fund in the safe box and replenish timely when it reaches its minimum balance as per the Rhema Care policy.*
9. *Prepare cash transfer requests and submit to the Finance Officer/Manager for review.*
10. *Track the status of personal advances and ensure their timely settlement.*
11. *Assist the Finance Officer/ Manager in the preparation of project and non-project financial reports.*
12. *Carry out cash count at the end of every week and any interval as per the Rhema Care policy.*
13. *Reconcile cash balance per records with the result of cash count.*
14. *Make sure taxes and any other liabilities are paid timely.*
15. *Keep filing systems in which documents can be readily available and easily traced.*
16. *Make sure each month's financial documents are scanned at the field office level and filed before the documents are sent to HQ.*
17. *Give attention to detailed accuracy and neatness in documentation.*
18. *Perform financial duties in line with Rhema Care Program, Personnel & Finance Regulations.*
19. *Make sure that all finance documents are stamped with the approved and correct Rhema Care stamp for the appropriate transaction.*
20. *Prepare and draft letters as required.*
21. *Supervise cleaners and security daily and follow up on their activities and work performances.*
22. *Organize and facilitate Rhema Care workshops and trainings as requested.*
23. *Ensure the required office supplies, cleaning materials, & refreshment items are always available.*
24. *Replace the Finance Officer in her/his absence and undertake all duties as necessary.*
25. *Performs any additional tasks assigned to him/her by his/her supervisors.*

Qualifications & Skills

Education:

- Minimum qualification of HND or Bac+ 2 in a relevant field including Banking and Finance, Accounting, Economics, Business Administration and any other relevant studies from an accredited academic university or institute.

Experience and Skills:

- Experience from working as a Finance Assistant in a humanitarian or development context
- Previous experience working in complex and volatile contexts
- Documented results related to the position's responsibilities
- ***Excellent knowledge of English and a good working knowledge of French.***
- Proficiency in Microsoft Office pack (Excel, Word, and PowerPoint) Internet browsing.
- Attention to details and accuracy.
- Ability to use an accounting software (QuickBooks) and knowledge of OHADA Accounting will be an added advantage

Behavioural Competencies

- Ability to internalize and abide by Rhema Care's values of Commitment and Care; Accountability and Action; Responsibility and Respect; Excellence and Equity;
- Possess Strong attention to detail and a critical and analytical mind.
- Must be a team player with mutual trust and understanding in a mixed team.
- Self-motivated, problem solver, and ready to work independently, under tight deadlines.
- Responds positively to critical feedback and differing points of view.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude.
- Ready to undertake all online relevant training in Finance and obtain the certificate
- Promotes a work environment free of harassment, and retaliation, and fosters the prevention of sexual exploitation and abuse (PSEA).
- Capable of working under extreme pressure, ability to prioritize work and meet deadlines.
- Work prioritization and ability to multitask and ready to undertake extensive field visits

How to Apply

Applicants should send an ***application letter*** and their ***Updated CVs*** to hrm.cmr@rhemacare.org with the **Job Title and Location** as the subject line.

Deadline for submission of applications – **1st of April 2024.**

Female Candidates and Persons with Disability are strongly encouraged to apply.