



GLOBAL HEALTH SYSTEMS SOLUTIONS

STRATEGIC & INNOVATIVE APPROACHES  
TO STRENGTHEN HEALTH SYSTEMS

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## **JOB VACANCY ANNOUNCEMENT**

**Position: Finance Controller (01)**

**Place of work: Douala**

**Duration of contract: One (01) year renewable**

**Organization information:** Global Health Systems Solutions (GHSS) is a non-governmental and not for profit organization dedicated to seeking innovative solutions to strengthen health systems in developing countries for effective service delivery and surveillance of infectious, non-infectious, and neglected tropical diseases. We focus in three key areas: improve laboratory systems and services critical for disease management, surveillance, and prevention; enhance field surveillance and epidemiological training for relevant animal and human-health to mitigate threats posed by diseases; and improve service delivery at all health levels.

Our major collaborators include Ministries of Health, World Health Organization (WHO), United States Centers for Disease Control and Prevention, Africa Centers for Disease Control, Mastercard Foundation and several bi-lateral organizations.

### **Purpose of the role**

The Finance controller under the supervision of the Finance Director will undertake all aspects of financial management, including review of accounting documentation, regulatory and financial reporting, budget and forecasts preparation, as well as development of internal control policies and procedures. His or Her responsibilities will also include financial risk management and grants audits preparedness.

### **Primary duties and responsibilities**

- Guide finance decisions by monitoring, enforcing internal control policies and procedures;
- Review all financial transactions to ensure adequate documentation, compliance with financial policies and internal controls, budget lines and availability of funds;
- Prepare cheques based on requests for relevant signatures;
- Prepare monthly cash flows statements for GHSS;
- Report regularly on the liquidity (weekly and monthly) situation of GHSS;
- Participate in the drawing up of budgets;



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- Achieve budget objectives by scheduling expenditures; analyzing variances; initiating corrective actions;
  - Reconcile payroll account balances (e.g. time sheets, direct deposits, taxes, CNPS etc) for the purpose of ensuring accuracy of records and employee payments;
  - Perform any other duties as may be assigned or required.

### **Academic requirements and relevant experience**

- A minimum of Master's degree in Accounting and Finance or its equivalent from a recognized educational institution.
- Professional accounting qualification such as Association of Chartered Certified Accountants (ACCA), Certified Public Accountant (CPA) and other related certification would be an added advantage.
- A minimum of four (04) years relevant work experience in finance and accounting. Experience with a funded not for profit organization would be an added advantage.
- Solid knowledge of grant management principles.

### **Required skills**

- Outstanding attention to detail.
- Strong ability to establish priorities, work within tight timelines and multitask;
- Ability to work under minimal supervision with high level of resilience.
- Very good computer skills, including excellent word processing capabilities and experience in using Microsoft Office programs, MS 365 programs and financial software.
- Solution-oriented and deadline-driven with strong organizational skills.
- High ethics and personal commitment to transparency and accountability.
- Strong communication and interpersonal skills.
- Ready to learn for continuous improvement.

### **Languages**

- Proficiency in written and spoken English and French.

### **Remuneration**

- The salary for this position is very competitive, attractive and negotiable.

### **Submission of application**



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- Complete application files comprising of an application, a motivation letter, curriculum vitae and copies of the required academic qualifications can be submitted either online via [recruitment@ghsscm.org](mailto:recruitment@ghsscm.org), or physically at GHSS head office at Denver Bonamoussadi, Douala from 9am – 2pm, Monday to Friday.

**Deadline for submission of application: October 31, 2023.**

- *We strongly welcome early applications. Consideration will be given to candidates who submitted a complete application file on time.*
- *Only selected candidates will be contacted for interviews.*
- *If you have not been contacted fifteen (15) days after closing, consider your application unsuccessful.*



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## **JOB VACANCY ANNOUNCEMENT**

**Position: Finance Analyst (02)**

**Place of work: Douala**

**Duration of contract: One (01) year renewable**

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Our major collaborators include Ministries of Health, World Health Organization (WHO), United States Centers for Disease Control and Prevention, Africa Centers for Disease Control, Mastercard Foundation and several bi-lateral organizations.

### **Purpose of the role**

The Finance Analyst under the supervision of the Finance Director will support the pre and post-award management of the budget by preparing and analyzing budgets, budget variances, costed spend plans, costed work plans, cash forecasts, identifying savings, monitoring the organization's burn rate and preparing budget redirections and other actions requiring prior approvals from funders.

### **Primary duties and responsibilities**

- Assist in putting together all documentation to support the request of funds from funders;
- Enforce financial controls, and make recommendations to the organization on budget expenditures;
- Assist in the preparation and analysis of the budget variance reports, with focus on investigating reasons for variations;
- Assist in the preparation of expenditure reports to ensure that program funds are utilized appropriately by the close of the fiscal year;
- Carry out analysis of all expenditures to determine average monthly spend and burn rates;



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- Develop monthly spend plans;
  - Assist in preparing the organization for financial audits;
  - Perform any other duties as may be assigned or required.

### **Academic requirements and relevant experience**

- A minimum of Master's degree in Accounting and Finance or its equivalent from a recognized educational institution.
- Professional accounting qualification such as Association of Chartered Certified Accountants (ACCA), Certified Public Accountant (CPA) and other related certification would be an added advantage.
- A minimum of three (03) years relevant work experience in finance and accounting. Experience with a funded not for profit organization would be an added advantage.
- Solid knowledge of grant management principles

### **Required skills**

- Outstanding attention to detail.
- Strong ability to establish priorities, work within tight timelines and multitask;
- Ability to work under minimal supervision with high level of resilience.
- Very good computer skills, including excellent word processing capabilities and experience in using Microsoft Office programs, MS 365 programs and financial software.
- Solution-oriented and deadline-driven with strong organizational skills.
- High ethics and personal commitment to transparency and accountability.
- Strong communication and interpersonal skills.
- Ready to learn for continuous improvement.

### **Languages**

- Proficiency in written and spoken English and French.

### **Remuneration**

- The salary for this position is very competitive, attractive and negotiable.

### **Submission of application**

- Complete application files comprising of an application, a motivation letter, curriculum vitae and copies of the required academic qualifications can be submitted either online via



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[recruitment@ghsscm.org](mailto:recruitment@ghsscm.org), or physically at GHSS head office at Denver Bonamoussadi, Douala from 9am – 2pm, Monday to Friday.

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## **JOB VACANCY ANNOUNCEMENT**

**Position: Financial Accountant (04)**

**Place of work: Douala**

**Duration of contract: One (01) year renewable**

**Organization information:** Global Health Systems Solutions (GHSS) is a non-governmental and not for profit organization dedicated to seeking innovative solutions to strengthen health systems in developing countries for effective service delivery and surveillance of infectious, non-infectious, and neglected tropical diseases. We focus in three key areas: improve laboratory systems and services critical for disease management, surveillance, and prevention; enhance field surveillance and epidemiological training for relevant animal and human-health to mitigate threats posed by diseases; and improve service delivery at all health levels.

Our major collaborators include Ministries of Health, World Health Organization (WHO), United States Centers for Disease Control and Prevention, Africa Centers for Disease Control, Mastercard Foundation and several bi-lateral organizations.

### **Purpose of the role**

The Financial Accountant under the supervision of the Finance Director will focus on recording financial transactions into the organization GL. This also includes tracking, analyzing and filing of financial documents. He or She will go through financial records with a fine-tooth comb, ensuring everything is up-to-date and accurate and providing timely, clear and complete financial records.

### **Primary duties and responsibilities**

- Manage day to day operations in a wide range of accounting services, including accounts payables, accounts receivable, accounts reconciliation, billing, monthly closing of accounts, forecasting, preparation of audit reports, bank reconciliation, consolidation and year-end closing account;
- Ensure monthly statements of accounts are maintained to allow the personnel responsible for the respective budgets to easily monitor work in progress and availability of funds;
- Ensure implementation of recommendations of internal and external audits;
- prepare journal entries(vouchers) periodically using the chart of accounts;



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- Oversee the reconciliation of balance sheet accounts, review monthly journal entries and the GL and coordinate the monthly and annual closing of accounts;
  - Coordinate internal audits and liaise with external auditors performing audits;
  - Reconcile payroll account balances (e.g. time sheets, direct deposits etc) for the purpose of ensuring accuracy of records and employee payments;
  - Ensure timeliness of data entry and processing in the trial balances on a monthly basis.
  - Drive initiatives to improve workflow and streamline the internal control processes to enhance efficiency and productivity;
  - Monitoring the implementation of the accounting manuals and procedures;
  - Understanding perfectly the chart of accounts ;
  - Update job knowledge by keeping current with financial regulations and accepted practices; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations;
  - Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials and justification documents for all donor segments;
  - Maintain and reconcile the subsidiary accounts;
  - Prepare and raise cheques based on financial needs for relevant signatures
  - Keep a register for all journal vouchers, post the journal vouchers to the general ledgers and maintain books of primary entry;
  - Comply with tax filing requirements by studying regulations and adhering to requirements
  - Perform any other duties as may be assigned or required.

### **Academic requirements and relevant experience**

- A minimum of Master's degree in Accounting and Finance or its equivalent from a recognized educational institution.
- Professional accounting qualification such as Association of Chartered Certified Accountants (ACCA), Certified Public Accountant (CPA) and other related certification would be an added advantage
- A minimum of two (02) years relevant work experience in finance and accounting. Experience working with a funded not for profit organization would be an added advantage.





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- Solid knowledge of grant management principles.

## Required skills

- Outstanding attention to detail.
- Strong ability to establish priorities, work within tight timelines and multitask;
- Ability to work under minimal supervision with high level of resilience.
- Very good computer skills, including excellent word processing capabilities and experience in using Microsoft Office programs, MS 365 programs and financial software.
- Solution-oriented and deadline-driven with strong organizational skills.
- High ethics and personal commitment to transparency and accountability.
- Strong communication and interpersonal skills.
- Ready to learn for continuous improvement.

## Languages

- Proficiency in written and spoken English and French.

## Remuneration

- The salary for this position is very competitive, attractive and negotiable.

## Submission of application

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## **JOB VACANCY ANNOUNCEMENT**

**Position:** Accounting Clerk (01)

**Place of work:** Douala

**Duration of contract:** One (01) year renewable

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Our major collaborators include Ministries of Health, World Health Organization (WHO), United States Centers for Disease Control and Prevention, Africa Centers for Disease Control, Mastercard Foundation and several bi-lateral organizations.

### **Purpose of the role**

The Accounting Clerk under the supervision of the Financial Accountant will assist in processing financial transactions and maintaining financial records.

### **Primary duties and responsibilities**

- Assist in journal preparation and posting of transactions into the accounting software;
- Analyze accounts and establish balances;
- Provide accounting and clerical assistance to the Financial accountant;
- Verify the correctness and completeness of supplier invoices, contracts and orders before posting into the accounting software;
- Assist in the preparation of monthly bank reconciliations for petty cash in a timely and accurate manner;
- Support the timely preparation of monthly financial reports and annual statutory financial statements;
- Maintain a proper filing and recording system for all financial documentations/records;



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- Update job knowledge by keeping current with financial regulations and accepted practices; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations;
  - Collate financial reporting materials and justification documents;
  - Carry out periodic cash counts, reconcile to the GL and prepare cash count certificates;
  - Perform any other duties as may be assigned by the Finance Officer

### **Academic requirements and relevant experience**

- A minimum of BSc. in Accounting and Finance or its equivalent from a recognized educational institution.
- A minimum of one (01) year relevant work experience in finance and accounting.

### **Required Skills**

- Outstanding attention to detail.
- Strong ability to establish priorities, work within tight timelines and multitask;
- Ability to work under minimal supervision with high level of resilience.
- Very good computer skills, including excellent word processing capabilities and experience in using Microsoft Office programs, MS 365 programs and financial software.
- Solution-oriented and deadline-driven with strong organizational skills.
- High ethics and personal commitment to transparency and accountability.
- Strong communication and interpersonal skills.
- Ready to learn for continuous improvement.

### **Languages**

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### **Remuneration**

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