



Terms of Reference for the Recruitment of a District Accountant (1) for the Implementation of the Activities in the Frame Work of the Global Funds GC-7 Fight Against AIDs, Tuberculosis, and Malaria Fund Grant - "Scaling Up Malaria Control for High Impact" Project in the Ekondo Titi Health District, Southwest Region.

Main Responsibilities

The main role of the district accountant is to ensure sound financial management of the funds made available to the SOSESS, according to the mechanism defined in advance and in accordance with the grant guidelines, by ensuring rigorous administrative and financial monitoring of the activities carried out in

Role and responsibilities:

The district accountant will be responsible for:

Key Monthly activities:

- Ensure the smooth financial management of all funds made available.
- Develop monthly financial justifications for district activities.
- Ensure the timely submission of monthly financial reports.
- Ensure timely generation, signing and submission of monthly Community Health Workers (CHW) payment sheets.
- Support in monthly Onsite data validation of CHWs reports.
- Prepare for and participate actively in the monthly review and planning meeting online.
- Develop and submit a monthly action plan for organisation activities in the district with clear deadlines and persons responsible.

Key Quarterly/Semester responsibilities.

- Participate in the quarterly Supervision and coaching of CHWs by the organisation's team.
- Follow up timely implementation of semester district and health area task force meetings.
- Develop and submission of quarterly action plan to the organisation.



- Develop and submit quarterly/semester financial reports to the organisation.
- Achieve the results set out in the Performance Framework assigned to it within the budget and the strategies defined.
- Work in collaboration with the project coordinator to Comply with all the guidelines of the Code of Conduct for Recipients of Global Fund Resources

Competencies.

- Ability to prepare regular and reliable activity reports.
- Understand humanitarian principles and their application in the implementation of community-based response activities in the NW and SW regions.

Eligibility criteria.

- Be a holder of diploma in financial management (HND or BSc. In Accounting, Management, Banking, and finance, economics or any financial and accounting related field).
- Have at least one year experience working in NGO financial management.
- Be living within the Ekondo Titi health district.
- Must be at least 21 years of age.

Procedure for submitting files

Interested candidates must submit their application to the SOSSES office located in Buea at Untarred Malingo in Molyko OR send by mail to info@sosses.org latest June 8, 2024 at 4pm.

The documents to be submitted must include:

- A cover letter addressed to the Human Resource Department of SOSSES.
- A photocopy of highest academic diploma.
- An updated curriculum vitae.
- A photocopy of national identity card.

For more inquiries, send us a mail through info@sosses.org

Note: Only shortlisted candidates will be contacted for an interview.

