Title: Finance and administration officer, DRC

Appointment Status: Term-limited, contract position, renewable based upon satisfactory performance and availability of project funding.

Reports to: Country Director, DRC

Anticipated Start Date: August, 2023

Location: Kinshasa, Democratic Republic of Congo (DRC)

This position only open to DRC nationals.

GENERAL DESCRIPTION

Population Media Center (PMC) is a nonprofit, international organization, which strives to improve the health and well-being of people around the world using entertainment-education strategies. Founded in 1998, PMC has 19 years of field experience in social behavior change communication, impacting more than 50 countries around the world.

PMC seeks applications from suitably qualified and experienced people to fill the position of Finance and Admin Officer.

KEY RESPONSIBILITIES (include but are not limited to)

The Finance and Admin Officer, under the supervision of PMC Country Director - DRC, will be responsible for accounting and financial management of the SEMI project in the Democratic Republic of Congo. Business development in-country daily finances, payroll

1. Financial Accounting

The Finance and Admin Officer will maintain a general ledger of project cash, receipts, and disbursements utilizing QuickBooks or similar accounting software:

- Maintain established internal control procedures to ensure that all disbursements are properly approved, documented, and for the sole benefit of the project.
- Establish and maintain safeguards for all cash and non-cash assets and property.
- Post all transaction with proper accounting codes per the approved chart of accounts.
- Complete month-end bank account reconciliations and cash on hand physical count sheet.

2. Payroll and Human Resources
The Finance and Admin Officer will process payroll in compliance with staff employment contracts and local labor laws:

- Establish and maintain attendance records.
- Prepare and distribute monthly payroll.
- Remit payroll taxes related reports and according to local labor laws.
- Keep abreast of local labor laws relevant to PMC staff in-country (such as severance, benefits, taxes, social security), and all in-country contracts.

3. Contracting and Procurement

The Finance and Admin Officer provides assistance to Senior Management with executing contracts and purchasing or procuring goods and services needed to implement the project. Duties include:

- Assist the Country Director to develop financial management and procurement policies and procedures, based on PMC policies for field offices.
- Obtain estimates for any goods or services to be procured by the PMC program in country and assists the Country Director to select contractors based on defined parameters, according to PMC procurement policies for field offices.
- Assist the Country Director and team members to ensure the management of all in-country contracts, as necessary (e.g., research contracts, broadcasting contracts, office rental, etc.)

4. Financial Reporting and Budget Monitoring

The Finance and Admin Officer contributes to the fiscal responsibility of the project/s and by providing financial reports and monitoring project expenses. Duties include:

- Assist the Country Director to prepare and submit monthly, quarterly, and annual financial reports to PMC headquarters and to donor agencies, as required
- Monitor expenses against project budgets, and provide timely updates to the Country Director and team members

5. Project Team
As a member of the project team, the Finance and Admin Officer will oversee and maintain the efficient and professional operations of the office. The Finance and Admin Officer performs other duties as requested by the Senior Management.

**QUALIFICATIONS and EXPERIENCE**

- Degree in accounting, finance, or Administration with a minimum of five years of experience
- Experience in managing and reporting on projects funded by USAID, FCDO, UN, Global Fund or World Bank a must.
- Up-to-date knowledge of current financial and accounting computer applications (experience with QuickBooks preferred)
- Prior experience with non-governmental organizations strongly preferred
- Written and verbal communication skills in both French and English
- Ability to produce high-quality work under pressure
- Ability to work effectively in a team-oriented and multi-cultural environment
- Effective time management skills
- Flexibility to work long hours
- Demonstrable commitment to reproductive health and related social and health goals

**How to Apply:**

To apply, submit a cover letter and CV to gbokongo@populationmedia.org. **Applications due by Friday 04 August, 2023, 5pm, Kinshasa time.** Review of applications and interviews to begin immediately and continue until the position has been filled.

To learn more about PMC visit [https://www.populationmedia.org](https://www.populationmedia.org)