Job description

Job details	
Job title: Finance Assistant, West Africa (Francophone Markets)	Line Manager title: Finance Officer, Finance Operations Functional collaboration: Programme Budgeting Officer
Grade: JG9	**Direct reports:** None
Department: West Africa	Location: Abidjan, Côte d'Ivoire (supporting assigned West African countries)

Job summary

Provide accurate, timely and well-controlled day-to-day finance operations support for TradeMark Africa in Côte d'Ivoire and assigned West African countries, with particular focus on Francophone markets.

The role prepares transactions and supporting schedules, maintains accounting records, supports reconciliations, tax documentation, audit readiness and programme financial information under Finance Officer supervision.

Roles and responsibilities

Transaction processing and payment support (primary)

- Receive and check invoices, staff claims, advances and other payment requests for completeness, approvals, evidence, coding and donor requirements;
- Prepare payment vouchers and draft system entries for review and authorised posting; monitor processing against agreed service standards.
- Maintain invoice, advance, claim and documentation trackers and follow up on outstanding evidence.
- Support workshop and travel DSA documentation, approved participant schedules and reconciliation of distributions;
- Assist with supplier statement reconciliations.
- Ensure transactions are processed in a tax-compliant manner: verify correct VAT and withholding tax treatment, supplier tax documentation and local statutory requirements before submission for review; escalate exceptions to the Finance Officer.
- Banking processes and coordination as appropriately assigned. Serve as the in-country coordination point for the Côte d'Ivoire bank: liaise with the bank on account queries.

Accounting records, reconciliations and assets

- Prepare monthly draft bank and assigned balance-sheet reconciliations for independent review.
- Maintain accurate accounting records, project/donor/cost-centre coding and accessible audit trails.
- Update asset registers from approved documents; assist physical verification and report discrepancies.
- Prepare supporting month-end schedules and proposed corrections for authorised review.

Programme budgeting and donor reporting support (secondary)

- Compile approved budget inputs, commitments, expenditure extracts and cash-flow data.
- Prepare draft budget-versus-actual schedules and assist variance follow-up.
- Compile supporting evidence for donor reports and contribution requests for Finance/Budgeting Officer validation.
- Escalate apparent miscoding, missing eligibility evidence and unusual expenditure.

Job description

Regional coordination, audit and compliance

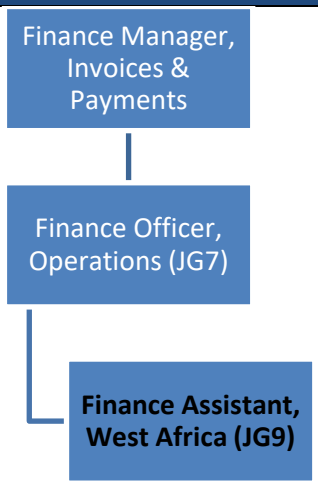
- Provide first-line finance operations support in French and English to assigned country and programme teams.
- Coordinate country records and support internal/external audits and follow-up tracking.
- Apply TMA financial procedures, delegated authority, anti-fraud and conflict-of-interest requirements
- Support workflow and record-quality improvements consistent with Assistant-level responsibilities.

Corporate Level responsibilities

- Apply the highest standards of controls and risk management practices and behaviours and embed a positive risk and control culture.
- Demonstrate prudence, sound judgement and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to my role.
- Understand and comply with the relevant end-to-end processes including applicable risks and controls.
- Seek to identify, understand and escalate risk events/incidents/ issues on a timely basis focusing on fixing root-causes and taking ownership of identified mitigating actions.
- Complete all relevant mandatory trainings within the stipulated timelines.
- Participate in regular informal and formal reflection, knowledge sharing and learning events.
- Document lessons learned and best practices for knowledge sharing and learning.
- Promote and adhere to TMA's core values, and ensure compliance with organisational policies and procedures.
- Maintain zero tolerance to bribery, fraud and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens TMA's reputation.
- Adhere to the safeguarding policies and procedures and immediately report any safeguarding concerns.
- Any other related responsibilities that may be assigned by the line manager from time to time

Decision boundaries: prepares, checks completeness, drafts entries and reconciles; may initiate bank payments but cannot approve/release them or hold approver rights on the bank account, approve vendors or bank changes, approve reallocations, independently authorise adjustments, sign tax returns, certify donor reports or approve asset disposals.

Organisational positioning



Job description

Academic and professional qualifications
• A diploma in Accounting, Finance or Business Administration with an accounting concentration or a related discipline. • CPA, ACCA, CIMA or an relevant WAEMU qualification level II qualification is desirable.
Work experience
• Minimum two years of relevant experience in bookkeeping, accounts payable, transaction processing or finance operations. Experience in donor-funded organisations, multi-country operations or Francophone West Africa is an advantage.
Technical skills and behavioural competencies
• Professional working proficiency in both French and English; sound basic accounting, reconciliations and internal-control knowledge; proficient Excel and accounting/ERP system use; accuracy, confidentiality, integrity, organisation, service orientation and proactive escalation. Familiarity with Microsoft Business Central, OHADA/SYSCOHADA and local tax administration is desirable.

Sign off		
Job holder name:	Signature: _____	Date: _____
Line Manager name:	Signature: _____	Date: _____
Counter-signing Quality Assuror (CQA) name:	Signature: _____	Date: _____