

JOB OFFER: Finance Consultant

N°0050/10-2023/OE

XOESE, The Fund for Francophone Women, is recruiting a **Finance Consultant** based in Lomé, Togo.

XOESE Fund is hiring a Finance Consultant. Deadline: October 15, 2023.

1. Summary of the Offer:

- Reference: **N°0050/10-2023/OE**
- Title of the Offer: **Finance Consultant**
- Deadline for Application Submission: **October 15, 2023**
- Contract Duration: **Three (03) months** (renewable if funds are available)
- Mission Location: **XOESE Headquarters (Lomé, Togo)**
- Contract Type: **Consultancy**
- Required Languages: **French** (English is an asset)
- Start Date: **As soon as possible, no later than October 22, 2023**
- Advantages: Proficiency in Quickbooks software, experience in financial and accounting management of large events and nonprofit organizations

Are you a passionate woman with proven experience in financial and accounting management of large events and projects, and a commitment to women's rights? Are you interested in supporting initiatives of Francophone women's and young women's organizations by using your knowledge and expertise? You might be the ideal candidate that XOESE, The Fund for Francophone Women, is looking for. To apply, please send your application before **October 15, 2023**, to emplois@xoese.org . **Applications will be reviewed as we receive them.**

2. About XOESE

XOESE Fund is a feminist foundation operational since November 2018. Its objectives are to:

- Provide financial support for initiatives promoting the rights of women, young women, and girls;
- Strengthen the institutional capacities of women's and young women's organizations;
- Encourage and support innovative empowerment initiatives for women's and young women's organizations.

Its secretariat is based in Lomé, Togo.

3. Mission and Main Tasks

- Support the XOESE finance team in budget management, accounting, tax payments, and the preparation of overall and specific financial reports for each donor;
- Contribute to the design, implementation, and improvement of existing financial tools within the Fund;
- Ensure all receipts and disbursements of Forum-related expenses are in accordance with internal Fund procedures;
- Manage daily expense accounting, including those related to the Forum and budget tracking;
- Adhere to the financial reporting submission schedule;
- Review and process fund transfer requests to recipients and partners in collaboration with the Finance Officer, ensuring sufficient cash availability for payments;
- Provide technical expertise, advice, and financial and contractual support to other Fund staff;
- Monitor expenditure flows related to the Forum and promptly alert the President to any underspending or significant budget line overruns;
- Assist the Finance Officer in producing monthly financial reports on Fund financial transactions, including relevant comments for department heads and the President;
- Validate monthly reconciliation statements for all Fund accounts prepared by the Finance Officer;
- Assist the Finance Officer in preparing progress and final financial reports to donors in accordance with their requirements and agreed-upon deadlines;
- Assist the Finance Officer in preparing the detailed and comprehensive 2023 annual financial report for individual projects/programs and the Fund's annual and multi-year program in accordance with internal procedures;
- Perform any other tasks assigned during working hours for XOESE.

V. QUALIFICATIONS

The post holder must be committed to the Fund's mission and vision and commit to respecting its values and contributing to its goals. She must have:

- A second-cycle university degree in finance or a related discipline, or equivalent years of experience;
- At least five years of professional experience at levels of responsibility in budgeting, financial management, and financial reporting;
- Experience within an international organization is highly desirable;
- Excellent analytical and report writing skills;
- Good knowledge and understanding of the women's movement or civil society;
- Proficiency in computer tools and financial management software: QuickBooks, Sage Saari, etc.;
- Proficiency in French, both written and spoken;
- Good knowledge of English is an asset;

- Demonstrated sense of confidentiality.

DURATION AND FEES

The initial contract will be for 3 months (October 2023 to January 2024). It could be extended based on mutual agreement.

The consultancy is part-time, with an estimated workload of 2 days per week or 8 to 10 days per month, totaling approximately 70 hours per month. Some weeks/months may require more intense work, especially in the lead-up to the Francophone Forum in November 2023.

The fees for this position are 500,000 CFA francs gross per month, inclusive of taxes.

4. HOW TO APPLY?

To apply, please send your application package containing the following documents to emplois@xoese.org as soon as possible and before the deadline of **October 15, 2023**:

- A cover letter
- A recent curriculum vitae
- A 1 to 2-page document explaining your understanding of the position and your approach
- Copies of your diplomas and certificates
- Letters of recommendation from previous employers/clients
- Contact information for three references.

Please mention the job title "**Finance Consultant**" in the subject of the email.

XOESE encourages individuals from ethnic minorities, indigenous communities, and people with disabilities to apply. All applications will be treated with the utmost confidentiality.

Due to the high volume of applications we receive, we regret that we cannot respond individually to candidates who are not shortlisted.

If you have not heard from us within six weeks of the deadline, please assume that your application has not been successful.

Only shortlisted candidates will be contacted for an interview.

All shortlisted candidates will be subject to rigorous reference checks and background checks.

No phone calls, please.