



AIMS

African Institute for
Mathematical Sciences
NEXT EINSTEIN INITIATIVE

We're transforming Africa through innovative scientific training, technical advances, and breakthrough discoveries!

The African Institute for Mathematical Sciences (AIMS) is a pan-African network of centres of excellence for postgraduate training in mathematical sciences, research, and public engagement in STEM. Its mission is to enable Africa's brightest students to flourish as independent thinkers, problem solvers and innovators capable of propelling Africa's future scientific, educational and economic self-sufficiency. The first AIMS centre opened in Cape Town, South Africa in 2003; since 2011, AIMS has opened additional centres in Senegal, Ghana, Cameroon and Rwanda.

Each AIMS Centre provides expertly tailored academic and non-academic programs, training around 50 African students each year and preparing them for leadership in the domains of academia, government and industry. The AIMS academic program relies on top international lecturers who teach in a 24-hour learning environment.

If you bring a collaborative spirit with a passion to effect change, consider this opportunity:

Job Title:	Finance Officer
Reports to:	Finance Manager
Direct Reports:	None
Status:	2 years subject to a probation period of 6 months

Overview

The role of finance officer is to provide financial and administrative support to Finance manager, colleagues, and other stakeholders for the effective and efficient financial and administrative management of the centre ensuring the safeguarding and appropriate deployment of its financial and administrative resources in accordance with the AIMS-NEI procedures, guidelines, and policies.

Responsibilities

1. Financial & Administrative Management

- Support on all aspects of accounting and financial requirements ensuring compliance with organizational financial policies as well as statutory financial requirements including and not limited to cash flow management, budgeting and financial forecasting, annual accounting and financial statements and asset management
- Recording of general accounting and financial transactions
- Prepare monthly and annual financial reports, including budget reports to the Finance Manager and other heads of departments.



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- Provide a support on the internal, financial and tax audits
- Ensure appropriate quality control mechanisms are in place to preserve the integrity of and safeguarding of financial data via record keeping protocols
- Create and support the maintenance of information on warranties, leases, maintenance and software contracts and licenses
- Declaration, payment and filing social security contributions for staff (CSS & IPRES)
- Report on Asset inventory and management including the depreciation of key capital items

Competencies & Other Requirements

- A university degree in finance, Accounting, Business Administration & Economics
- Accountant accreditation with an international accounting body is an asset
- At least 2-4 years of relevant work experience
- Functionally Bilingual (French-English)
- Sound knowledge on General Accounting Procedures (GAAP)
- Strong proficiency with Microsoft Office with strength using Excel; experience with accounting software such as Sage, SERENIC and ACCPAC etc. and internet applications such as Dropbox, Skype, Gmail, etc.
- Knowledge and experience with regulatory requirements for institutional funders
- Exceptional interpersonal skills with an ability to build and manage a variety of internal and external relationships, including relationships with donors
- Working knowledge of international donor procedures and security management
- Self-directed with excellent organisational skills, attention to detail and an ability to meet deadlines
- Articulate communication skills, both verbal and written, to influence and facilitate
- Flexible to adapt to an evolving environment
- Experience working with an international NGO, an asset

Working Conditions

- Centre of Excellence/Educational Environment
- Limited travel within Africa
- Available to work outside of normal business hours and/or weekends

Are you ready to be a part of the transformation?

• Email: info@nexteinstein.org • www.nexteinstein.org
South Africa | Senegal | Ghana | Cameroon | Tanzania | Rwanda |
United Kingdom | Canada | Germany | Scandinavia



Click on [this link](#) to apply. Applications will be accepted until February 1, 2022.

Should no feedback be received from AIMS-NEI within two weeks of your submission, kindly accept that your application will not be further pursued. AIMS-NEI reserves the right not to make an appointment at its sole discretion.

AIMS-NEI is an equal opportunity employer. Visit www.nexteinstein.org to learn more about AIMS.