

VACANCY ANNOUNCEMENT

FINANCE AND ADMINISTRATION OFFICER

Position Description

Position	Finance and Administration Officer
Reporting	Reporting to the Managing Director, AGF West Africa, as line manager with functional relations to the Group Chief Financial Officer and Group Head of Human Resources.
Location	Lomé, Togo

Background

The African Guarantee Fund for Small and Medium-sized Enterprises (AGF Group) is a Pan-African non-bank financial institution. AGF contributes to the promotion of economic development, vital for prosperity, stability and poverty reduction in Africa through provision of a mix of financial guarantees and other products which will reduce the risks supported by financial sector lending to SMEs that have insufficient collateral and support for capacity development of the client financial institutions.

AGF West Africa is a subsidiary of the AGF group located in Lomé in Togo and has commercial activities across the West Africa region.

AGF is rated 'AA-' by the globally renowned Fitch Ratings Agency.

Position Summary

Reporting to the Deputy Managing Director of AGF West Africa, the Finance and Administration Officer will be in charge of guaranteeing good administrative, accounting and financial management while monitoring proper execution of the strategy and the procedures defined as per the framework of the rules defined by the Group's general management.

(S)he will coordinate accounting and financial activities to provide reliable support to ensure that company accounts and the preparation of financial and accounting documents are in accordance with the legislation. Additionally, the incumbent will support the Human Resources function and will be charged with providing both operational and strategic support to the team.

Key Duties and Responsibilities

Accounting Financial & Budget Management

- In accordance with the Chart of Accounts (Group and Local), prepare budget documents and any other supporting documents vital for the budget decision-making process & monitoring.
- Prepare all accounting documents.
- Supervise the accounting team.
- Develop documents (dashboards) and procedures for analytical accounting purposes.
- Responsible for periodic closing of accounts (monthly, quarterly, annual).
- Draw up the accounting and financial statements.
- Conduct summary financial analysis of the Fund for internal use or for third parties (Management Report).
- Supervise the elaboration of tax and social statements.
- Establish the relevant procedures and key indicators needed to monitor the business.
- Interface and manage relations with external stakeholders (Statutory Auditors, Banks, Tax Department, Tax Advisory Board and others).
- Carry out any specific analysis at the request of the Managing Director (financing study, sponsorship project, etc).
- Carry out periodic inventories and asset monitoring activities.
- Monitoring financial accounts and liquidity position.
- Ensure efficient Cash management in line with the needs of the organization.
- Develop an information system and tools needed to guarantee the quality of the information to the Chief Executive Officer and make appropriate recommendations.
- Ensure periodic reporting (balance sheet, income statement, dashboard, summary, etc.) to the Group Finance Department (IFRS Standards) in a timely manner.
- Ensure compliance with the reporting requirements vis-à-vis the Banking Commission of the Central Bank of West African States (CB-UMOA).

Human Resources Management

- Management of teams in charge of administrative and financial activities.
- Preparation of the staff management records: contract, vacations, labour certificate, etc.
- Follow up on payroll, leave monitoring and occupational health data.
- Assist senior management in recruitment processes.
- Ensure the regular updating of the establishment plan and the administrative follow-up of the staff.
- Take care of the administrative management of the staff in collaboration with the General Management and the Group Human Resources Department.

- Evaluate administration staff in accordance with performance evaluation guidelines.

IT and General Administrative Management

- Develop and optimize the tools and procedures related to streamline the business of the subsidiary (letters, internal notices, dashboards, action plans, evaluation, archives, etc).
- Ensure the monitoring of the office logistics (supplies, offices, etc) and equipment management.
- Supervise the relations with partners, Banks and others.
- Oversee the drafting and application of various agreements and contracts.
- Manage legal affairs, legal procedures and litigation management in collaboration with the Group Legal Department.
- Ensure a legal oversight of the various areas of its responsibility (labour rights, accounting aspects, taxation, etc.).
- Manage debt collection.
- Coordinate all company travel and logistics as per the travel procedures.
- Ensure that internet connectivity and networking are conformed to the group standards.
- Supervise administration staff including the IT officer.

Reporting

- Oversee regulatory reporting to the Banking Commission of the Central Bank of West African States (CB-UMOA).
- Oversee the monthly reporting including the financial statements and cash-flow projections and make them available to the General Management of the relevant Committees and the Board of Directors.
- Oversee the preparation of activity reports, particularly, the Financial Statements, reports to Shareholders, Board of Directors, etc.

The Finance and Administration Officer may be assigned any other tasks accordingly.

Desirable Qualifications, Knowledge, Skills and Experiences

- Holds a Master's Degree in Accounting/Finance (DCG, DSCG, MSTCF or equivalent).
- At least 7 years of experience in a similar position, with minimum of 5 years in an establishment Institution approved by the Banking Commission of the Central Bank of West African States (BCEAO).
- Professional certifications of the profession such as Expertise Accounting, CPA; ACCA etc.

- Good knowledge of accounting including OHADA law, the banking accounting standards in WAEMU and International Financial Reporting Standards (IFRS).
- Have experience in an international environment.
- Perfect knowledge of the banking and tax frameworks in Togo.
- High level of expertise in office tools, including Excel, PowerPoint, Word.
- Ability to anticipate the economic and financial impacts of daily activities.
- Have excellent written and oral skills.
- Team management.
- Autonomous, Organized, Methodical.
- Adaptability and responsiveness, Available, Pragmatic & Open-minded.
- Bilingual (French and English) a MUST.

Terms of Offer

The African Guarantee Fund for Small and Medium-sized Enterprises (AGF) is an equal opportunity employer and offers a regionally competitive salary with an excellent benefits package. AGF prides itself on its collegial, supportive and gender-sensitive working environment and believes that staff diversity promotes innovation and excellence.

Women candidates are strongly encouraged to apply.

Applications

Applicants should apply by email by attaching a cover and a detailed Curriculum Vitae sent as one document to: recruitment@africanguaranteefund.com.

“Application for Finance and Administration Officer – AGF West Africa” should be clearly marked on the subject line of the email message. Applications will be considered until **Monday 5th January 2026** or until the position is filled.

Only short-listed applicants meeting the above requirements will be contacted.

We invite you to learn more about us at:

www.agf.africa