



MEDICINES CONTROL AGENCY

Off Bertil Harding Highway, Kotu East, Kanifing Municipality, P.O. Box 3162, Serekunda, The Gambia

Job Title: Principal Accountant **Number of Positions:** One (1)
Directorate: Administration and Finance
Department: Finance
Reports To: Director, Administration and Finance
Supervises: Senior Accountant

JOB PURPOSE

To provide technical and operational support for effective and efficient performance of the financial management functions of the Agency.

DUTIES AND RESPONSIBILITIES

1. Supervises the collation of data for the formulation of policies;
2. Supervises the implementation of projects, programmes and activities of the Department;
3. Prepares the annual budget of the Agency;
4. Prepares annual financial report of the Agency.
5. Ensure the effective management of the petty cash as per financial manual.
6. Analyses and interprets financial reports;
7. Implements financial recommendations contained in audit reports.
8. Prepares the annual budget of the Department;
9. Prepares annual and other periodic reports of the Department
10. Lead the Audit exercise regarding financial and other relevant matters.
11. Responds to audit queries on financial matters.
12. Ensures compliance with the provisions in the financial management laws and regulations and other fiscal policies.
13. Provides sound financial advice to the Agency and for the development of proposals.
14. Develops mechanism for the judicious use of funds in accordance with relevant financial regulations and directives.
15. Ensure the effective and efficient fuel management.
16. Ensures the development and maintenance of the Assets Register of the Agency in collaboration with Administration.
17. Coordinates the implementation of financial control system.
18. Ensure timely Bank reconciliations are conducted.
19. Ensure the preparation of the annual cash plan of the Agency.
20. Supervises and appraises the performance of subordinate staff.
21. Participates in the development and maintenance of a quality management system of the Agency.
22. Provision of inputs for the update of the website and update other media platforms of the Agency.
23. Perform any other duty assigned.

QUALIFICATIONS AND EXPERIENCE



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DIRECT ENTRY

- A minimum of a Master's Degree in Finance, Accounting or any other related qualification from an accredited tertiary institution.
- A minimum of five (5) years post qualification relevant work experience, two (2) years of which must be in a senior management position in a similar organization.
- A chartered membership of a recognised and relevant professional body (e.g. GICA, ACCA, CPA or CIMA) would be an added advantage.
- Must pass a selection interview conducted by the Agency.

IN-SERVICE ENTRY

- Availability of vacancy on the grade of Principal Accountant
- A minimum of three (3) years on the grade of Senior Accountant
- A minimum of Master's Degree from an accredited tertiary institution in Finance, Accounting or any other related qualification with two (2) years post-qualification experience in the grade of a Senior Accountant; OR
- A minimum of Bachelor's Degree in Finance, Accounting or related qualification with three (3) years post-qualification experience in the grade of a Senior Accountant.
- Must have satisfactory staff performance appraisal reports.
- Must pass a competitive selection interview conducted by the Governing Board.

COMPETENCIES

- In-depth knowledge in financial management laws, regulations and fiscal policies.
- Good knowledge in labour laws and regulations.
- Good leadership, networking and management skills.
- Good communication, interpersonal and presentation skills.
- Negotiation, lobbying and conflict management skills.
- Strong analytical and problem-solving skills.
- Ability to inspire and motivate.
- Knowledge in relevant IT applications.
- Good strategic management skills
- Good monitoring and evaluation skills
- High integrity and good ethical standard
- Knowledge in Administrative procedures.
- Report Writing.

TRAINING

- Continuous professional development programmes
- Strategic and Project Management
- Public Policy Analysis
- Team Building
- Leadership and Management
- Organisational Development and Change Management
- Negotiation, Diplomacy and Lobbying



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SALARY: The salary attached to these positions is IIA of the Agency's PayScale.

Applicants are required to submit: Cover Letter, CV and all relevant certificates and documents to: **Executive Director, Medicines Control Agency, The Gambia.**

Address: Off Bertil Harding Highway, Kotu East, The Gambia.

Deadline for submission: Time and Date; Friday, **27 December 2024**, at **12 Noon**.