Programme Finance Officer

PD Office Togo
Published till: 10.12.2026
Published: 26.11.2026



About CBM

CBM (registered as CBM Christoffel-Blindenmission Christian Blind Mission e.V.) is an international development organisation committed to improving the quality of life of persons with disabilities in the persons communities of the world. Based on our Christian values and more than 100 years of professional expertise, we address poverty as a cause and a consequence of disability. We work in partnership to create an inclusive society for all.

To strengthen its Programme Department, CBM Togo is seeking to recruit a Programme Finance Officer for the implementation of the SSF Project. The incumbent will be responsible for ensuring sound financial management, budgeting, compliance, and financial reporting throughout the project cycle, in line with donor requirements, organisational policies, and applicable regulations.

The Programme Finance Officer will support the financial oversight of the project and its three local implementing partners, contribute to financial risk management, and strengthen partners' financial management capacity to ensure the effective, transparent, and accountable use of project resources.

This is a full-time position (40 hours per week) based in Togo and governed by local employment terms and conditions. In line with CBM Togo's recruitment policy, the position is open exclusively to candidates eligible for local employment in Togo. No expatriation package or relocation support will be provided.

These are your responsibilities

- **Project Development**
  - Develop and/or review project budgets at the planning stage, focusing on compliance with donor and local regulations (taxes, social security, etc.).
  - Collaborate with and support the Partner Portfolio team in planning and conducting partner assessments and addressing identified gaps related to finance.
- **Partner Capacity Building**
  - Develop and implement capacity-building initiatives for partner project teams, focusing on: Financial management; Financial reporting, Budgeting; Financial statement preparation frameworks; Procurement policies and procedures; Forecasting; Compliance; Internal controls meeting donor and CBM guidelines.
  - Conduct workshops; coaching sessions and one-on-one training for partner finance staff.
  - Promote continuous improvement in financial processes to enhance efficiency and transparency.
- **Project Coordination & Quality Assurance**
  - Review project-related financial statements, including : Income & Expenditure Statements (I&E), Balance Sheets, Bank Reconciliations, Cash Flow Statements.
  - Assist partners in developing procurement plans.
  - Where the Country Office is involved in project-related procurement, support the Programme Officer by : Developing procurement plans including ToRs, Conducting financial analysis of bids.
  - Ensure timely payment transfers for projects after completing all review checks.
  - Support partners in responding to donor financial queries.
  - Ensure effective coordination on financial matters between the Country Office, International Office and implementing partners.
  - Provide a financial overview of programmes to the Country Director.
  - Maintain up-to-date documentation related to project finances.
- **Monitoring**
  - Conduct financial monitoring visits (remote and in-person) for every project at least once a year to ensure compliance and provide corrective action guidance.
  - During monitoring visits : Conduct sample voucher checks to verify data accuracy; Verify compliance with policies, including procurement procedures; Review quality of documentation (invoices, quotations, taxes/VAT); Conduct detailed eligibility checks and ensure proper accounting of expenditures.
- **Reporting & Audit**
  - Review quarterly and annual financial reports to : Ensure reconciliation of financial reports with bank statements and project accounts; Prepare monitoring visits; Support Programme Officers in analysing budgets versus actual expenditure; Review and analyse forecasts in collaboration with Programme Officers.
  - Coordinate internal and external audits for partner projects with the relevant Programme Officer and Country Director.
  - Draft Terms of Reference for auditor selection and support the Country Director in the timely recruitment of auditors.
  - Follow up on implementation of complex audit recommendations related to accounting, legal and

tax compliance.
- Close audit action points based on review of completed work.

- **Compliance & Risk Management**
  - Identify and assess financial risks and provide recommendations to Programme Officers for mitigation.
  - Ensure partner compliance with local regulations (tax laws, labour laws and NGO regulations) and donor-specific financial requirements.
  - Monitor evolving tax regulations and support partners in meeting legal obligations.
  - Close compliance-related action points based on review of completed work.

These are your qualifications

Qualifications

- Bachelor's degree or Master's degree in Finance, Accounting or equivalent.
- At least 2 years of professional experience within the NGO/INGO sector or equivalent.

Technical Skills

- **Financial Management**
  - Proficiency in budgeting, financial reporting and accounting principles.
- **Grant Management**
  - Experience managing grants, including compliance with donor regulations and reporting requirements.
- **Analytical Skills**
  - Ability to analyse financial data, identify trends and make informed decisions.
- **Risk Management**
  - Ability to identify and mitigate financial risks while ensuring the integrity of financial operations.
- **Software Proficiency**
  - Familiarity with financial software and tools such as QuickBooks, SAP or other accounting systems.
- **Languages**

- Professional proficiency in English.
- Strong appreciation of local languages is highly desirable.

- **Interpersonal Skills**
  - Strong verbal and written communication skills to liaise effectively with stakeholders, donors and team members.
  - Strong teamwork and collaboration skills.
  - Capacity-building skills to train and support partner staff on financial management practices.

- **Attributes**
  - Attention to Detail: Ensuring accuracy in financial records and reports.
  - Integrity: Upholding ethical standards and transparency in financial dealings.
  - Adaptability: Ability to work in diverse and dynamic environments, often with limited resources.
  - Problem-Solving: Proactive identification of issues and development of practical solutions.
  - Identification with Christian values and the mandate of CBM.

What we offer

- A meaningful position with a lot of creative freedom in the world's leading organisation in the field of Disability Inclusive Development.
- A fair salary and other social benefits based on the local conditions.
- An approachable, agile organisation with self-reliant people in a diverse and collegial team and great team spirit.

How to apply

Please apply exclusively online via our applicant portal (see APPLY NOW).
A letter of motivation, CV and relevant (work) references complete your application.

We look forward to receiving your application!

Your contact person: Mr. Komlan Edem Missihoun

We would like to further promote diversity in our teams and therefore welcome applications from people of different ethnic and social backgrounds, religions and world views, different ages and genders, and especially from people with disabilities.

*Suitability decisive, gender irrelevant!

*Suitability is decisive, gender is irrelevant!