

ABOUT

PUR Projet is a global leader in supply chain sustainability. We develop socio-environmental projects within the supply chains of our Corporate Partners. Through the economic and social empowerment of local communities and the introduction of sustainable development initiatives at the agricultural level, PUR Projet seeks to address climate change, while regenerating and preserving the ecosystems upon which these supply chains depend. Many of PUR Projet's projects fall within the categories of insetting, regenerative agriculture, agroforestry, offsetting, forest conservation and landscape restoration. PUR Projet is a mission company and B Corp which employs over 80 people in 14 countries and 10 legal entities around the world.

www.purprojet.com

PUR Projet is recruiting his Finance & Administrative Officer for its new legal entity

To develop its activities, PUR Projet is looking for a dynamic, enthusiastic and versatile Finance & Administrative Officer. The Finance & Administrative Officer is expected to roll-out financial procedures devised at group level, manage accounts, general ledger and cash-flow of PUR Projet's entity in Ivory Coast, ensure timely and complete payments to suppliers, vendors and employees, submit tax declaration and ensure compliance with local authorities and improve company tools. In addition, he/she is also in charge of the administration and financial control of Pur Projet's activities in Africa. He/she is supported from external experts / subcontractors, when necessary. The main responsibilities will be :

- **Financial control of Africa region:** Monitor budget & financial reporting. Implement financial analysis & reporting process by project and by partner. Manage and review suppliers' contracts and purchase orders, Support the Regional Manager with ad-hoc financial analysis of new or existing projects. Coordinate the corporate financial process and contribute to improved finance and accounting standards and tools.
- **Administration & accounting responsibility of Ivory Coast entity :** Follow up client payments and monitor cash flow, Follow up on general accounting matters, reconcile accounts, administrate the general ledger. Review supplier invoice/receipts and record invoices/receipts, Prepare and ensure timely and correct payments to suppliers. Ensure local accounting compliance by submitting appropriate financial and tax reports to the Ivory Coast administrations (WHT, VAT, Annual financial reports, etc.), Admin: relations with local administrations, office management (layout & supply), Management of the vehicle fleet, Act as the point of contact with external accountancy firms for the follow-up and control of accounting entries, Follow up of : employee's schedules, leaves, sick leaves, medical visit, staff file..., Consolidation of payroll items (leaves, lunch, transportation bonus, expenses...).
- **Reach Excellence :** Autonomy and proactive participation in the account closing of PUR Projet's entity in Ivory coast and in the financial control of Pur Projet's activities in Africa, Take active part in PUR Projet's ongoing efforts to improve knowledge management within the company; devise and propose cutting-edge methods to reach financial excellence on a company-wide level.
- **Management :** Under the dotted line management of the Senior Finance Manager of the group, the successful candidate will report on a solid line basis to the regional manager.

We are looking for a candidate with:

- A minimum of 4 years experience in audit / controlling, managing accounts, cash-flow as well as HR topics.
- Experience in a fast international growing environment (startup environment)
- Good knowledge on OHADA
- Any experience working with an international SMEs will be seen as a strong asset for this position.
- Excellent command of Microsoft Excel and financial information system software; and comfort with cloud-based data storage applications such as Google Drive.
- Excellent analytical skills and strong ability to synthesize findings
- Strong responsibility and accountability for his/her work
- Able to anticipate and take SMEs to the next stage of growth and has outstanding interpersonal skills.
- **Candidates must be fluent in French and English.**

How can you apply?

Send your CV (before January 31th) to: louise.barreau@purprojet.com with the subject "RAF CI First Name + Last Name" to request a telephone interview. The final two stages of the recruitment process will be a case study and a team fit test. Please be prepared to have two references, and extra deliverables if possible, available upon request.