



Vacancy

Credit & Finance Administrator – African Loan Fund

Full-time based in Amsterdam

Medical Credit Fund

The Medical Credit Fund is a non-profit health investment fund. It supports private healthcare facilities in Africa obtaining capital to strengthen and upgrade their operations in order to enhance access to affordable quality healthcare. Its innovative and ground breaking approach to SME financing in developing markets has attracted a lot of international attention, including U.S. President Obama presenting our loans program the G20 prize for innovative financing.

MCF is currently operating in six countries in Sub-Saharan Africa and is seeking to expand its footprint in other countries. MCF is providing loans to Small and Medium Sized Health Enterprises in Sub-Saharan Africa. Loans are provided in partnership with local banks and other local financial institutions. Activities being complementary and adjacent to the other interventions done by the several business lines of PharmAccess. The PharmAccess Group is dedicated to improving access to quality health care for people in sub-Saharan Africa. It mobilizes public and private resources for the benefit of doctors and patients through health insurance, mobile health innovations, loans to doctors, clinical standards, and impact research. Working in public-private partnerships, PharmAccess aims to increase trust in the health system, reduce risks and transaction costs, paving the way for private and public investments.

The Position

As Credit & Finance Administrator you will work closely with the Finance Manager of the MCF and liaise with the finance control department. Your main responsibility is to support the Finance Manager with the daily financial and credit administration of the Fund. We envision that as the Credit & Finance Administrator grows into the role, you will become more and more actively involved in the Fund and support the Finance Manager and CFO in other important elements of the business such as cash management, financial and management reporting, accounting and other adhoc analysis.

The role will require someone with numerical ability, who is comfortable with using microsoft excel and accounting software. Critical thinking and problem solving are key elements to the role. Working in developing markets requires a combination of persistence, optimism, and a can-do attitude to transform challenges into opportunities.

The role presents a good opportunity for the candidate to work alongside and learn from the Finance Manager. There will be learning opportunities to develop in financial modelling,



accounting, hedging and FX trading, and the lending business in general. The role presents the candidate with the opportunity to be groomed and eventually grow into the role of financial controller or finance manager. Medical Credit Fund is a small team and therefore there is always opportunity to grow and develop in many areas of the business if you have a pro-active, can-do attitude combined with a desire to learn.

Key Tasks & Responsibilities

- Processing of bank statements onto accounting software;
- Accounting entries;
- Bank and Creditor reconciliations;
- Invoicing;
- Preparing payments and money transfers;
- Assisting Finance Manager with Cash Management and preparation of overviews for Asset and Liability Management (ALM) meetings with Exco;
- Assisting Finance Manager with quarterly and annual financial reporting to investors and other stakeholders;
- Assisting with the audit process and audit queries;
- Financial administration of loan portfolio data and loan reconciliations;
- Adhoc financial analysis;
- Learning & developing;

Qualification & Requirements

Our candidate is a team player with a background in financial administration, preferably in a credit and international environment, but not essential. This is either your very first or second career step and you have a strong, intrinsic drive to learn and broaden your horizon. You are a proactive professional with good analytical skills and a drive for accuracy. You are comfortable working with Microsoft excel.

You should have a desire to work for an NGO with a social mission. MCF is a lending business, so the candidate should also have an interest to work in the debt/lending sector.

We are open to candidates who have just completed an MBO or HBO in finance administration and accounting and, who can prove that they comfortable in Microsoft excel, have a can-do attitude and have a desire to develop further in the field of finance and credit. Previous internships or work experience in a finance & credit administrative role would be a plus.

A very good understanding of the English language in writing and speech is required. You are socially conscious and aware of the African setting of our projects. Travelling should not be an objection.



Furthermore, accuracy and persistence are required with an attitude to making things happen. The working environment will be challenging as MCF is well known for introducing new innovations to the market. Flexibility to operate in a fast changing and professional environment, therefore, are key and should be of great interest to the candidate.

Medical Credit Fund offers

Medical Credit Fund offers an excellent job opportunity in a dynamic international environment with solid terms and conditions in accordance with sector standards. Working for the Medical Credit Fund will provide the candidate with a very steep learning curve to acquire an in-depth knowledge of the operations of an investment fund in very challenging financial markets. The Medical Credit Fund has a fulltime workweek of 40 hours, 25 days leave annually, an attractive collective pension plan and a very comprehensive collective health insurance scheme.

How to apply

Suitable candidates can apply by filling out the application form on our recruitment page: <http://webapp.pharmaccess.org/hrdoc>. The deadline to apply for this position is 22 November 2019.

For more information please see www.pharmaccess.org or contact Vincent Telling, HR Manager at +31 (0)20 5667158.