



BOLO
INSTITUTE
OF TECHNOLOGY
— est. 2023 —

Finance & Administration Manager

Recruitment Profile

Build the systems an institution runs on.

BOLO IT is seeking a Finance & Administration Manager to establish its financial and administrative operations from the ground up: accounting, budgeting, payroll, procurement, student fee collection, statutory compliance and the records practice supporting all of it.

Location	Cameroon
Employment	Full-time Finance & administration
Reports to	Executive Director
Sector	Higher education Finance Administration

About BOLO IT

BOLO Institute of Technology is a higher-education institution in Cameroon, architected around three pathways — Higher National Diploma, Bachelor's and Master's — and being developed to prepare professionals, innovators, researchers and entrepreneurs across science, technology, health, agriculture, business and the applied professions, for opportunities in Cameroon, across Africa and internationally.

BOLO IT is being built around a distinctive educational model: rigorous academics combined with hands-on laboratories, real-world projects, internships, professional certifications, mentorship and instruction shaped by experienced technology practitioners. The institution is intentionally globally oriented, AI-enabled and Silicon Valley-inspired.

A student educated at BOLO IT in Cameroon should leave with the academic foundation, practical capability, AI fluency, professional exposure and confidence to compete with technology talent anywhere in the world.



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[boloinstitutetech.com](mailto:bolo@boloinstitutetech.com)



Deido - Douala
Cameroon



The opportunity

This role builds the administrative machinery of a new institution rather than operating an existing one. Before launch: chart of accounts, bookkeeping, payroll, procurement practice, supplier contracts and statutory registrations. After launch it adds student fee billing and collection, budget monitoring and the reporting the Executive Director and Board rely on.

Mandate

- Establish financial records and controls appropriate to an institution handling family money.
- Run payroll and statutory obligations accurately and on time, from the first month.
- Build a procurement practice that is competitive, documented and resistant to informal pressure.
- Give leadership a monthly picture of where the institution stands against budget.

Key responsibilities

Accounting & financial reporting

Maintain the chart of accounts, ledgers, bank reconciliations and supporting documentation. Prepare monthly management accounts and the cash position.

Budgeting, payments & payroll

Monitor spend against budget and flag variances early. Run monthly payroll, administer contracts and leave, and meet tax and social-insurance obligations on schedule.

Procurement & suppliers

Run purchasing for equipment, furniture, technology and services — quotation, comparison, approval, delivery verification and supplier records.





Student fees & general administration

Bill tuition, record payments, follow up arrears sensitively, and administer institutional records, contracts, insurance and correspondence.

Qualifications and experience

- Master's degree minimum in accounting, finance, business administration or a related field.
- Practical accounting and payroll experience, ideally without a large finance team behind you.
- Working knowledge of Cameroonian tax, payroll and statutory reporting obligations.
- Competent with accounting software and spreadsheets to a level that supports monthly reporting.
- Working ability in both English and French; suppliers, staff and authorities use both.

Personal attributes

This role suits someone who takes quiet satisfaction in records that reconcile, and who will hold a process in place when it would be easier not to.

Integrity under pressure

Applies the control even when the person asking is senior or in a hurry.

Accuracy

Would rather find the discrepancy than round past it.

Systems thinking

Builds a process that survives their own absence rather than holding it personally.

Discretion

Handles salary, fee arrears and family circumstances confidentially.



How to apply

Applications are made through the BOLO IT website at **boloinstitute.tech/careers**, where this role can be opened directly and a CV attached to the enquiry form.

| We believe world-class technology talent can be developed anywhere.

Our ambition is to build one of Africa's leading technology institutions and develop graduates capable of competing with technology talent anywhere in the world.

This profile is drafted from the institution's proposed staffing schedule and is subject to institutional sign-off. It states no salary, closing date or benefit, because none is yet set.



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