



**BOLO**  
INSTITUTE  
OF TECHNOLOGY  
— est. 2023 —

## RECRUITMENT PROFILE

### Admin / Finance Officer

*Build the systems an institution runs on.*

BOLO IT is seeking an Admin / Finance Officer to establish its financial and administrative operations from the ground up: bookkeeping, payroll, procurement, student fee collection, statutory compliance and the records practice that supports all of it.

|                       |                                             |
|-----------------------|---------------------------------------------|
| <b>Location</b>       | Douala, Cameroon                            |
| <b>Employment</b>     | Full-time   Administration & finance        |
| <b>Reports to</b>     | Executive Director                          |
| <b>Expected start</b> | February 2027                               |
| <b>Sector</b>         | Higher education   Finance   Administration |

### The institution

BOLO Institute of Technology is a technology-focused higher-education institution in Cameroon, architected around three pathways — Higher National Diploma, Bachelor's and Master's — and being developed to prepare technology professionals, innovators, researchers and entrepreneurs 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.



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Deido - Douala  
Cameroon



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.

## **The opportunity**

This role builds the administrative machinery of a new institution rather than operating an existing one. Before launch, the work is establishment: chart of accounts, bookkeeping, payroll, procurement practice, supplier contracts, statutory registrations and the controls that go around them. After launch, it adds student fee billing and collection, budget monitoring against the institution's financial model, and the reporting the Executive Director and Board rely on to make decisions.

## **Mandate**

- Establish financial records and controls appropriate to an institution handling public trust and 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.
- Make student fee billing and collection predictable rather than reactive.
- Give leadership a monthly picture of where the institution actually stands against budget.
- Keep the administrative records that regulatory inspection and audit will ask for.





## **Core responsibilities**

### **Bookkeeping & financial records**

Maintain the chart of accounts, ledgers, bank reconciliations and supporting documentation to a standard that supports audit and regulatory inspection.

### **Payroll & statutory compliance**

Run monthly payroll for staff and part-time lecturers, administer contracts and leave records, and meet tax, social-insurance and employment obligations on schedule.

### **Procurement & suppliers**

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

### **Student fees & receivables**

Bill tuition, record payments, operate agreed instalment arrangements, follow up arrears sensitively, and reconcile student accounts against enrolment records.

### **Budgeting & reporting**

Monitor spend against the institution's budget, prepare monthly management accounts and cash position, and flag variances early enough to be acted on.

### **Administration & office operations**

Administer institutional records, contracts, insurance and correspondence, and keep the filing practice — physical and digital — that lets any of it be found.





## **First-phase priorities**

1. Establish the chart of accounts, bookkeeping system and banking arrangements.
2. Document financial controls covering approval limits, segregation of duties and cash handling.
3. Set up payroll, staff contracts, leave records and statutory registrations.
4. Build the procurement process ahead of major equipment and furniture purchases.
5. Take on supplier records, contracts and the pre-launch spend already committed.
6. Set up student fee billing, receipting and the instalment terms the institution will offer.
7. Establish monthly management accounts and a cash-position report for the Executive Director.
8. Organise institutional records and filing so regulatory inspection can be answered from them.
9. Reconcile pre-launch spend against the approved budget and report variances.





## Required qualifications

- Higher National Diploma or degree in accounting, finance, business administration or a related field.
- Practical bookkeeping and payroll experience, ideally in an organisation without a large finance team.
- Working knowledge of Cameroonian tax, payroll and statutory reporting obligations.
- Competent with accounting software and spreadsheets to a level that supports monthly reporting.
- Experience of procurement and supplier management, including documented competitive purchasing.
- Working ability in both English and French; suppliers, staff and authorities use both.

## The person we are looking for

This role suits someone who takes quiet satisfaction in records that reconcile, and who is willing to 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.

### **Practical judgement**

Knows which controls a small institution genuinely needs and which would only slow it down.

### **Reliability**

Payroll runs on the same day every month without being chased.

## **What success looks like**

### **In the first year**

Within the first year, BOLO IT should have clean and reconciled financial records, payroll and statutory obligations met without exception, a documented procurement process with an evidence trail, working student fee billing and collection, monthly management accounts reaching the Executive Director on schedule, and administrative records ready for inspection.





## Over time

Over time, success will be measured through audit and inspection outcomes, fee collection rates against enrolment, accuracy of budget forecasting, procurement value obtained, timeliness of statutory filings, and the confidence leadership and the Board place in the institution's numbers.

## The BOLO IT graduate

A BOLO IT graduate should be academically grounded, technically capable, AI-fluent, practically experienced, globally minded, professionally prepared, innovative and entrepreneurial. Students should leave with more than transcripts — they should leave with projects, software, research, certifications, portfolios, internships, professional relationships and evidence of real-world capability.

## How to apply

| 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.

Applications and enquiries should be sent to [info@bolo89.com](mailto:info@bolo89.com). Please include a curriculum vitae and a short covering letter setting out why this role, at this institution, at this moment.

BOLO Institute of Technology is an equal-opportunity employer. This profile describes the role as currently planned; details may be refined before appointment.

