



together possible.

We are looking for a **JUNIOR ACCOUNTANT** who will ensure sound financial processes are in place, to deliver transparent accounting, accurate & timely cash flow management, timely, consistent and accurate financial reporting and analysis, maintenance of financial records and adequate internal financial controls practices/systems, assist in risk identification and mitigation in the Coastal Forest Programme (CFP) office and provision of assistance on other accounting and Administrative related functions for the Programme for the Sustainable Management of Natural Resources (PSMNR) project.

Location: Limbe, Cameroon.

Main responsibilities:

- Provide financial and operational support to the programme by facilitating timely request of funds;
- Performs general accounting functions primarily, encoding of Oracle Light AP transactions, analysing the staff and partner Advances;
- Process payments to staff and third parties in line with PSMNR procedures;
- Maintain subsidiary accounting records;
- Prepare financial reports, and provision of assistance on other accounting and Administrative related functions;
- Participates in the PSMNR budgeting process and ensures that operational plans are consistent with the approved budgets;
- Review PSMNR work plans/budget and keeps records of budget and budget modifications on file;
- Ensure that Cost recovery amongst projects is applied on a monthly basis based on the agreed budget/requirements with PSMNR as indicated in the Memorandum of Understanding (MoU) and invoices for salaries, management fees and other purchases recovered on time and accurately;
- Provide support to Programme Administrative & Finance Officer (PAFO) in ensuring that appropriate financial control processes, procedures and systems are in place and adhered to in the CFP Office;
- Assist PAFO to identify and mitigate risk in CFP Office.

What you need:

Required Qualifications

- Degree in Accounting/finance or a related field and/or a professional accounting qualification such as Certified Public Accountant (CPA), Chartered Accountant (CA) is required;
- At least one (1) year of progressively professional experience in financial accounting, preferably in an international organization (NGO or Company).

Required Skills and Competencies

- Proficiency in the use of MS Office applications, particularly advanced level in MS excel is required;
- Experience in using ERP system is highly desirable.
- Knowledge of spreadsheets and database software;
- Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes;

- Ability to reconcile and/or balance financial transactions and accounts;
- Ability to assist others in solving work problems;
- High ethics and a personal commitment to transparency and accountability;
- Adherence to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging

How to apply?

Applications including a cover letter and a detailed resume should be sent electronically to recruit-cam@wwfcam.org.

Deadline for applications: 18th January 2019.

The subject should read "PSMNR - JA".

PLEASE Kindly note that only shortlisted candidates will be contacted.

WWF is an equal opportunity employer and committed to having a diverse workforce!