

JOB DESCRIPTION

Position: Programme Administrative & Finance Officer (PAFO)

Reports to: Project-Programme Manager TNS/Chief Financial Officer

Supervises: Finance & Accounting Assistant, mechanic, drivers, Cashier & Logistician, etc.

Grade: A3

Location: Mambele, Cameroun

Date: July 2016

- I. **Mission of the Department:** In a spirit of excellence, integrity, and dedication, the Finance Department is committed to providing timely, accurate, clear and complete information, and support for Conservation Department's overall goals to be achieved by the Cameroon Country Programme Office (CCPO). (cc Key finance deliverables)
- II. **Major Functions:** Under the technical guidance of the Chief Financial Officer, the PAFO will maintain detailed records of all financial transactions related to the Jengi TNS programme under the supervision of the Project/Program Manager in an organized and professional manner. The incumbent will also work closely with the Head of Accounting and Project Finance Analyst to ensure professional standards (Swiss GAAP) are applied in the production of the CCPO monthly Trial Balance.

III. Major Duties and responsibilities

A) Finance

- Make sure that all financial transactions are carried out and recorded in accordance with WWF standard financial procedures and in adherence with FTNS financial procedures and other donor's requirements;
- Ensure data is processed in the Accounting Information System (Oracle Light) daily and information transferred to the core office to facilitate payment in the Oracle system;
- Ensure advanced justifications processed in the system are systematically applied against the advances
- Regularly analyse and review the float, loan, salary advance registers and other balance sheet accounts for the programme;
- Carry out a cash count at least once a month;
- Monitor cash-flow and request top-ups to head office timely;
- Check the month end cashbooks, and ensure that all book-keeping and coding is accurate;
- Prepare cheque payments, transfer requests and bank reconciliations for all bank accounts directly managed from the site and ensure the quality of receipts/vouchers justification in compliance with FOM Finance guidelines. Ensure that bank reconciliations for WWF accounts are regularly performed and regularly reviewed by designated officials. Manage the cash position of bank accounts and coordinate the financial closure for entrusted imprest accounts;

- Ensure that disbursements are made based on proper authorizations and supported by legitimate and sufficient documentation;
- Together with the PFA, ensure financial reports for FTNS are compiled and sent to FTNS by the 15th of each month and justification documents are sent by the 22nd of each month.
- Ensure value for money in respect of expenditure;
- Prepare an analysis of the cashbooks, management report, comparison with budget, and commentary at the end of the month;
- Reconcile advance and recovery accounts. Ensure adequate cost recovery and timely repayment of management fees to Core;
- Ensure that accounts are received in head office as per set reporting calendar;
- Assist in the preparation and review of budgets;
- Monitor actual expenditure versus budgets and identify any significant variances;
- Assist in the preparation of financial reports to donors, in liaison with head office;
- Contribute to preparedness actions such as early warning, risk analysis and contingency planning and make the necessary recommendations, more especially for payroll transactions and grant monitoring. Periodically monitor the management of risks and report on any actions taken;
- Identify areas for financial and administrative improvements and work to implement feasible improvements while at the same time complying with ICS guidelines and help all staff to understand and work with them;
- Ensure assets are properly accounted for accordingly to WWF FOM
- Maintain a fixed assets register and inventory file to support purchases of all equipment/assets;
- Manage the Cashier/Admin Assistant;
- Respond to audit queries and follow-up on audit recommendations;
- Undertake any other duties that may be requested by the Programme Manager/CFO;

B) Logistics

- Ensure timely preparation of monthly vehicle/fuel finance reports.
- Ensure compliance with FOM for the maintenance and management of vehicles and other assets
- Ensure compliance with FOM in respect of procurement of goods and services
- Ensure there is insurance cover for assets

C) Administrative

- Ensure that the security procedures are implemented;
- Ensure that there is appropriate accommodation and furniture for both office and residential needs and that there is a valid lease contract;
- Ensure contracts are current on all rental properties, facilities, and vehicles;
- Oversee all administrative filing and records, and archiving;
- Ensure that all major financial (or other) commitments with other parties are covered by a legal written agreement;
- Provide support to the office in all other administrative matters;

D) POD

- Supervise staff as required;
- Review time sheets for work related to the project and obtains program/project manager's approval;
- Maintain HR records, including staff lists, staff files and the leave register;
- Maintain an effective system for planning and controlling vacations and other absences
- Ensure performance evaluation system is applied and evaluation forms completed as per expected deadline.
- Ensure compliance with local labour law regulations on all staff matters;
- Ensure timely remittance of payroll taxes and social insurance contributions;
- Provide support to the office in all other HR matters.

E) Other

- Monitor security situation and report to senior management as necessary;
- Ensure staff comply with security guidelines;
- Liaise with head office as necessary.

IV. Profile

Required Qualifications and Experience

- University degree in accounting/finance/administration and/or professional accounting qualification;
- Minimum 5 years of experience in project accounting, preferably in an international environment (NGO or Company);
- Experience working with government and donors;
- Experience in using accounting software is highly desirable. Knowledge of the Oracle software would be an added advantage

Required Skills and Competencies

- Strong organizational, time management and interpersonal skills to function in a deadline driven environment;
- Detail oriented with advanced computer skills, particularly using MS Excel;
- Able to respond effectively to changing priorities and manage high volume workload;
- Good team player with strong inter-personal skills demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
- Fluency in both oral and written communication in French and English;
- High ethics and a personal commitment to transparency and accountability;
- Adherence to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

V. Working Relationships

Internal: CCPO Finance staff, Head of Accounting, Chief Financial Officer, the Regional Finance Team, WWF Cameroon managers and programme staffs.

External: FTNS and others Donors, MINFOF-Lobeke Park Senior staffs, partners and other stakeholders.

Prepared by Supervisor _____ Date: _____

Accepted by Departmental Director _____ Date: _____

I have read and understand the contents of this Job Description, and I have received a copy of this Job description for my records.

Accepted by Staff member _____ Date: _____