



for a living planet®

The World Wide Fund for Nature seeks a
Programme Administration & Finance Officer - Jengi TNS Lobeke
Programme

The World Wide Fund for Nature (WWF) is one of the largest independent conservation organizations in the world. We are an international NGO committed to environmental protection active in almost 100 countries. WWF has been working in the Congo Basin in Central Africa since 1978. Our mission is to stop the environmental degradation in the world and build a future where humans live in harmony with nature.

In that context, we are looking for a dynamic and committed Programme Administration & Finance Officer - Jengi TNS Lobeke Programme, for the Cameroon Country Programme Office. The incumbent is assisting the Programme Manager TNS, the Chief Finance Officer and the People & Organization Development Manager in maintaining detailed records of all financial transactions related to the Jengi TNS programme, under the supervision of the 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.

Location: Mambélé, East Cameroon

Duration: 02 years (renewable, depending on available fundings)

Grade: A3

Main responsibilities:

- 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;
- 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;
- Assist in the preparation and review of budgets and insure timely preparation of monthly vehicle/fuel finance reports ;

- Ensure that there is appropriate accommodation and furniture for both office and residential needs and that there is a valid lease contract;
- Ensure that all major financial (or other) commitments with other parties are covered by a legal written agreement;
- Review time sheets for work related to the project and obtains program/project manager's approvals;
- Ensure performance evaluation system is applied and evaluation forms completed as per expected deadline;
- Monitor security situation and report to senior management as necessary.

What you need:

Required Qualifications

- 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 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;
- Ability to analyse, prioritize and complete tasks with minimal supervision within strict deadlines;
- Detail oriented with advanced computer skills, particularly using MS Excel;
- 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;
- Adherence to WWF's values which are: Knowledgeable, Optimistic, Determined and Engaging.

Please consult the attached job description for more information on the position.

How to apply?

Email a cover letter and CV to recruit-cam@wwfcam.org

The subject should read **0716TNS** Deadline for applications: **14TH august, 2016.**

PLEASE Kindly note that only shortlisted candidates will be contacted.

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