Join CIFOR-ICRAF and make a difference!

Accounts and Administration Officer
Finance Team
EXTERNAL VACANCY – ICRAF

The Center for International Forestry Research (CIFOR) and World Agroforestry (ICRAF) envision a more equitable world where trees in all landscapes, from drylands to the humid tropics, enhance the environment and well-being for all. CIFOR and ICRAF are non-profit science institutions that build and apply evidence to today’s most pressing challenges, including energy insecurity and the climate and biodiversity crises. Over a combined total of 65 years, we have built vast knowledge on forests and trees outside of forests in agricultural landscapes (agroforestry). Using a multidisciplinary approach, we seek to improve lives and to protect and restore ecosystems. Our work focuses on innovative research, partnering for impact, and engaging with stakeholders on policies and practices to benefit people and the planet. Founded in 1993 and 1978, CIFOR and ICRAF are members of CGIAR, a global research partnership for a food secure future dedicated to reducing poverty, enhancing food and nutrition security and improving natural resources.

CIFOR-ICRAF is looking for a:
Accounts and Administration Officer

Overview

The main purpose of this position is to contribute to project implementation by providing accounting and administration services.

Summary of responsibilities

1. Finance
   • Provides customer service: Receive, control, and prepare payment request from field staffs.
   • Manage the office petty cash.
   • Register transactions in the operations soft systems.
   • Monitor staffs advance accounts.
   • Assist Project implementation Lead in building and managing project budget.
   • Compiles and record properly Project budget data and documents based on expenses.
   • Prepares period or cost statements or reports for the Finance and Administration Manager
   • Provide accurate information / data during project Audits.
• Maintains good relations within team and solves problems.

2. **Office Management:**
   • Organize office operations:
   • Provide front desk support.
   • Office correspondence processing, photocopying, scanning, etc.
   • Leads office and kitchen supply management and inventory controls.
   • Implement filing systems and maintenance.
   • Schedule management for funding programs, deadlines, and report initiation
   • Supervise driver and office cleaner.

**Education, knowledge, and experience:**
   • At least bachelor’s degree in accounting, Finance, Economics, Business Administration or Equivalent.
   • Sound knowledge of accounts operations in the framework of project
   • Computer proficiency in using accountings tools, software, and ERP system.
   • Proficiency in English and French (speaking and writing).
   • Proficiency in MS Office.
   • Three years of relevant experience in similar position.
   • At least 1 year experience in Project Accounts within NGOs.

**Personal attributes and competencies**
   • Excellent written and oral communication skills
   • Organized, detail oriented, ability to prioritize and multi-task.
   • Analytical, problem-solving, and decision-making capabilities
   • Ability to work under strict deadlines in a fast-paced environment.
   • High level of personal integrity, Strong work ethic
   • Self-starter, ability to work with low daily supervision.
   • Good interpersonal and supervisory skills
   • Good command of English

**Terms and conditions**
   • This is a Locally Recruited Staff (LRS) position. CIFOR-ICRAF offers competitive remuneration in local currency, commensurate with skills and experience.
   • The appointment will be for 9 months, inclusive of a two-month probationary period, with the possibility of extension contingent upon performance, continued relevance of the position and available resources.
   • The duty station will be in Korhogo.

**Application process**
   • The application deadline is **7th March 2024**.
   • We will acknowledge all applications but will only contact short-listed candidates.
To apply, please visit our career site at:
https://www.cifor-icraf.org/about/work-with-us/

To learn more about CIFOR-ICRAF, please visit our websites at:
https://www.cifor-icraf.org

CIFOR-ICRAF promotes Gender Diversity – Applications from women professionals are encouraged.

CIFOR-ICRAF is an equal opportunity employer. It fosters a multicultural work environment that values gender equality, teamwork, and respect for diversity.