



Join CIFOR-ICRAF and make a difference!

Accountant – Cameroon (Ref No.202352)

CIFOR-ICRAF brings more than 75 years of experience in harnessing the power of trees, forests, and agroforestry landscapes to address the most pressing global challenges of our time – biodiversity loss, climate change, food security, livelihoods, and inequity. It has partnerships in 64 countries, 159 funding partners and 192 active projects, alongside more than 2,200 completed projects across 92 nations. The organisation has an annual budget of USD 100 million, and a combined legacy investment of USD 2 billion in research and technology, policy, and development. On average, CIFOR-ICRAF research is cited nearly 137 times a day and appears in global media more than 3,000 times per year. CIFOR and ICRAF merged in 2019 and are both international organizations and CGIAR Research Centres. Learn more at cifor-icraf.org.

CIFOR-ICRAF is looking for a:

Accountant

Overview

CIFOR-ICRAF will be implementing the CASEVE-GTI project (Green and Resilient Northern Cameroon – Integrated Landscape Governance) between July 2023 and June 2028. We will use an integrated landscape management approach to solve the triple challenge of (i) supporting a growing population, (ii) preserving biodiversity, and (iii) mitigating and adapting to climate change. The intended impact of this action is a more inclusive territorial governance that promotes conflict prevention. We are hence looking for an **Accountant** to prepare financial transactions reports for Garoua-based and other projects, and ensure adherence to financial policies and procedures.

Summary of responsibilities

1. Finance Tasks:

- Review all supporting documents for the three projects Resinoc/Caseve-GTI/Innovacc
- Receive & review all invoices for Resinoc, Innovacc & Caseve-GTI processed in Garoua.
- Review and post into OCS, payments to staff and third parties If \leq \$5,000 by ensuring all supporting documents and approvals are accurate.
- Review and post into OCS, Travel Advances for staff, PhD students and other interns If \leq \$5,000 after approval.
- Review and post into OCS, workshop/training budgets If \leq \$5,000
- Review the accuracy of monthly expenditure reports and highlight issues arising for follow up.
- Review and post staff/partner advances liquidations (TECs) into the GL If \leq \$5,000
- Enter annual budgets for Resinoc/ Caseve-GTI/ Innovacc into OCS (planner) after approval by the Sr Finance Officer, Cameroon, and the budget holders.
- Prepare monthly budget versus actuals (BvA) for Resinoc/ Caseve-GTI/ Innovacc projects, submit for approval of Senior Finance Officer and share with budget holders.
- Gather required supporting documents for VAT reimbursement and share with Yaoundé Office by 15th of the next month.

2. Treasury Management:

- Approve petty cash advance request for CASEVE-GTI project.
 - Review & post petty cash expenses report weekly.
 - Approve & post Petty Cash replenishment.
 - Review petty cash paid vouchers.
 - Conduct petty cash surprise count end make a report.
 - Gather and send to Yaoundé Office monthly cash need for the office.
- 3. Payroll Management:**
- Ensure that all staff receive their salaries on time and report to the Yaoundé office any abnormality or problem.
- 4. Administration.**
- Coordinate the filing of finance and administrative documents and upload to SharePoint.
 - Represent finance in the procurement selection committee meetings.
 - Review quarterly inventory of fixed assets done by the logistician.
- 5. Reporting.**
- Prepare the analysis of staff and partners' advance accounts monthly and submit for the approval of the Senior Finance Officer.
 - Ensure all corrective journals are done on time to clear outstanding advances (exchange differences, reversals...).
 - Prepare 1st draft of donors' financial reports for RESINOC, CASEVE-GTI, INNOVACC, (and others as required) and submit timely to the Senior Finance Officer for review and next steps.
- 6. Auditing.**
- Gather and share on time all financial documents required by auditors.
 - Keep copy of former audit reports.

Requirements

- At least 1st Degree (or BAC + 4) in Accounting and Finance management.
- Basic knowledge of an organization's finance systems and policies.
- IT competent particularly in MS office and Excel and good keyboard skills.
- A professional and flexible approach to work, with the ability to prioritize.
- Experience in delivering customer service.
- Attention to details.
- 5 years' work experience in a similar environment providing finance support to a multi-cultural and multi-disciplinary team.

Personal attributes and competencies:

- Excellent written and oral communication skills.
- Good interpersonal skills and team player.
- Adherence to high quality of work.
- Ability to take initiative and think outside the box.
- Mastery of French with a good command in English language; Experience of working in an international organization would be an advantage.

Terms and conditions

- This is a Locally Recruited position. CIFOR-ICRAF offers competitive remuneration in local currency commensurate with skills and experience.
- The duty station will be in **Garoua, North region of Cameroon** CIFOR-ICRAF Offices.

Application process

Go to <http://worldagroforestry.org/working-for-icraf/vacancies>

- A cover letter illustrating your suitability for the position against the listed requirements and salary expectations.
- A detailed and updated curriculum vitae.
- The names and addresses of three referees, including telephone and email addresses.
- The application deadline is **30th September 2023**.
- We will acknowledge all applications but will only contact short-listed candidates.

CIFOR-ICRAF is an equal opportunity employer. Staff diversity contributes to excellence.