For more than 50 years, the African Wildlife Foundation (AWF) has been a leader in African conservation and sustainable development. AWF is seeking a dynamic and high performing individual to fill the position of Budget and Grants Officer. This position will oversee the initial set-up of broad range of federal, non-federal government and privately funded grants, including proper maintenance of documentation thereof. This position will be based in Yaoundé, Cameroon but will require occasional trips to other AWF offices for training and support and will report to the Budgets and Grants Manager.

Responsibilities

Budget Management and Analysis
- Review and perform real-time maintenance of the Grant and Budget Ledgers
- Post budget adjustments in the Budget ledger on a timely basis
- Administer Unanet timesheet system, ensuring timesheet updates and adjustments are in accordance with the organizational approved operating budget
- Track and post monthly in-kind/matching contribution documentation for grants with matching requirements
- Ensure spending that do not align with approved budgets are adequately approved and reclassified in the accounting system

Grant financial management and Compliance
- Run and share weekly/monthly grant spending reports and analyze for correct spending pattern and compliance to donor budget; flag to Budget and Grants Manager, Director of Finance and respective Program Design staff or donor point of contact on any key highlights requiring action
- Run bi-weekly grants receivable and advances to ensure accurate and timely donor invoicing and drawdowns
- Assist in preparation of donor reports for final review and sign off by the Senior Budget and Grants Officer and Budget and Grants Manager
- Carry out monthly grant transactional review for compliance with donor regulations
- Assist with grant audits by preparing the required schedules and reports for review

Financial Reporting
- Run, analyze and disseminate monthly budget management reports to all Budget Managers
- Develop and maintain a Grants Milestone of financial reporting requirements and other performance requirements with related deadlines for each grant and contract agreement and dissemination of such milestones to teams for forward planning.

Qualifications
- Bachelor’s Degree in Accounting, Finance, Business Administration or related field
- At least 3 years of relevant working experience, at least within a donor funded nonprofit regional/international organization.
- Strong technical skills, including MS Excel, and ability to navigate within accounting and finance management systems and other databases
- Certification such as CGMA, CPA or other related certifications;
- Solid knowledge of grant management principles, including U.S. government funding, European Union and German donors
- Fluent in French and English
- Interest in Conservation and AWF’s mission

Interested candidates are invited to view full job description and apply through https://www.awf.org/about/careers. Please send a cover letter and a detailed CV as a single PDF document indicating daytime telephone numbers, address and names of three referees with the Job Title in the subject line. Only shortlisted candidates shall be contacted. CLOSING DATE: February 29, 2020