

Admin-Accountant Officer

Company Profile:

WCS is Non-Governmental and Non-Profit Organization founded in 1895 with the aim of safeguarding wild species and area around the world through scientific research, conservation actions, education and awareness raising on the values of nature, training the conservation professionals and developing many management tools in the partnership with other organizations in the world of the conservation.

WCS has been existing in Cameroon for more than 20 years and has actively participated in the creation of protected wildlife areas and contributed to the management of more than ten project in Cameroon.

Summary of the Position

WCS Cameroon is recruiting an Admin Accountant Officer who will be reporting to the WCS BSB Yamoussa Project Director dotted line to DAF. This position is responsible for assisting the BSB project director and Finance and Administration Director in all aspect of Finance and Administration in BSB program

This position is responsible for processing, recording and monitoring all the payment in WCS Cameroon BSB Yamoussa project verifying the accuracy of the documentation before processing any financial transaction and providing any information to WCS Cameroon regarding accounting practices and procedures

This position is responsible for assisting the Finance and Administration Director on all the effective implementation of the logistics and supply chain management systems in WCS Cameroon in compliance with WCS policy and donor requirement

Finance/Accounting

- Prepare all the financial transactions (internal and external payment) in accordance with the WCS policy
- Ensure that all financial transactions are coded to the right projects, grants and activities
- Ensure the accuracy and timely disbursement of all the advances/advance justification/liquidation and settlement in compliance with the donor regulations and WCS policy
- Record all the Journal Vouchers including the Cash Receipt and payment vouchers in the WCS JV template and ensure the proper archive of all accounting and administrative documents
- Post the WCS JV template after the approval from the DFA
- Participate in the preparation of the financial reports including the monthly end close
- Prepare the monthly receivable and payable reports and submit it to DFA for review
- Ensure timely payment of payroll to WCS personnel and payroll liabilities to concerned authorities
- Oversee the bookkeeping for BSB project Office
- Perform periodic cash count including surprise cash count
- Monitor the bank balance and advise for cash replenishment as needed

- Coordinate of all financial transactions between the country office and BSB field offices
- In collaboration with the HR Manager, coordinate all the HR functions of the BSB Yamoussa Project office.
- In collaboration with the DFA, contribute to the implementation of WCS ethics policies and procedures
- Collaborate with Logistician, to ensure the proper maintenance and management of the project assets (equipment, residence, and guest house, fleet management, Asset inventory including the asset disposal)
- In Collaboration of DAF and HR Manager, ensures the compliance of all administrative procedures including the induction of the local and international staff
- Under the supervision of the DAF, actively participate in the procurement process of all the items of the project (and ensures that the process complies with of the donor and WCS' requirement)
- Ensure compliance with WCS Cameroon procedures and donor regulations
- Any other duty assigned by the supervisor
- Maintain the file of the preferred vendors
- Assist with internal and external audits, as required and ensures the implementation of the audit recommendations
- Ensure compliance with WCS Cameroon procedures and donor regulations
- Any other duty assigned by the supervisor

REQUIREMENTS :

- Advanced Degree in Accounting, Business Administration, Finance, or any other related field.
- Full fluency in Microsoft office, particularly Excel spreadsheets, graphing and chart functions.
- Fluency in French and English both in written and verbal
- Professional knowledge of compliance and risk management
- Willing to travel to to various project site in Cameroon
- Experience with KFW and EU donors appreciate
- Demonstration of strong writing, communication, presentation skill and pro activity
- Availability to some regular trips to the Field office for missions
- Ability to work in teams and predisposition to interpersonal relationships;
- Demonstrate the rigor on the work place while maintaining professionalism and flexibility where needed

The interested candidate should submit their CV and a cover letter to the following e mail wscameroon@wcs.org by March 15, 2020 with following subject: **Admin Accountant Officer BSB Yamoussa-WCS Cameroon**

The application received after the deadline will not be considered.

Only shortlisted candidate will be contacted for the next stage of the recruitment process.