



together possible.

## The World Wide Fund for Nature (WWF) is looking for a Finance Intern for Kudu Zombo Program

**Want to make a positive difference to the future of people and our one shared home, the Earth? Working with WWF could be your opportunity of a lifetime:**

All around the world, people are waking up to the deepening crisis of nature loss. A growing realization that nature is our life-support system. And that nobody will be spared from the impacts of its loss. Here at WWF, we are helping to tackle this enormous global challenge.

Our people come from hugely diverse backgrounds and with a variety of expertise, ranging from HR and finance to advocacy and conservation science. We welcome applications from anyone who believes they can help us create a better future for people and wildlife.

### **What we do:**

We are an independent conservation organization, striving to sustain the natural world for the benefit of people and wildlife. From individuals and communities to business and government, we are part of a growing coalition calling on world leaders to set nature on the path to recovery by 2030. Together, we seek to protect and restore natural habitats, stop the mass extinction of wildlife, and make the way we produce and consume sustainable.

For our Cameroon Country Office (CCO), we are looking for a dynamic and committed **Finance Intern for Kudu Zombo Program**.

**Reports to:** Programme Accountant

**Supervises:** N/A

**Location:** Campo, South region, Cameroon

**Duration:** five (05) months

### **Mission of the Departement**

In a spirit of excellence, integrity, and dedication, the Finance Department is committed to providing timely, accurate, clear and complete information, and support for Conservation Department's overall goals to be achieved by the Cameroon Country Office (CCO).

### **Major Functions:**

The Finance intern is responsible for providing financial and operational support to the Programme by performing general accounting functions primarily, encoding transactions in Oracle Light, analyzing the staff and partner Advances, payments to staff and third parties. The incumbent will also participate in the preparation of financial reports, filling of vouchers & financial reports and provision of assistance on other accounting and Administrative related functions.

### **Major Duties and Responsibilities:**

- Process payments and journal vouchers based on approved payment request, statement of account, invoices, Purchase Orders, etc. through the accounting software (Oracle Light) on time and in accordance with the Field Operations Manual and respective donor requirements.
- Prepare petty chase reconciliations and conduct analysis of general ledger balance sheet accounts like staff advances, advances to partners, staff loans and inter-office transactions and ensures that correct entries are posted to zero out these accounts;
- Refresh the GL of projects and Noetix reports for various reports and monthly analysis
- Verify, and process employee expense claims reviewing rule for employee compliance;
- Contribute to establish a good system for archiving accounting documents and all other administrative documents.
- Follow the implementation of the audit recommendations.

- Draft routine correspondence related to the program's work and type a variety of material such as correspondence, reports and papers;
- Assist in the preparation of budget, accounting, financial reports, statistical reports and other reports as required;
- Perform other related duties as required.

### **Required Qualifications, Skills and Competencies:**

#### **Required Qualifications:**

- Degree in Accounting/finance or a related field is required;
- At least one (1) year of progressively professional experience in financial accounting, preferably in an international organization (NGO or Company);
- Good knowledge of oracle.

#### **Required Skills and Competencies:**

- Proficiency in the use of MS Office applications, particularly advanced level in MS excel is required;
- Experience in using ERP system is highly desirable.
- Knowledge of accounting and bookkeeping terminology and practices; Knowledge of automated accounting systems
- Knowledge of local finance system
- Knowledge of spreadsheets and database software;
- Knowledge of general record keeping and filing systems;
- Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes;
- Ability to reconcile and/or balance financial transactions and accounts;
- Ability to assist others in solving work problems;
- High ethics and a personal commitment to transparency and accountability;
- Adherence to WWF's values, which are knowledgeable, Optimistic, Determined and Engaging.

#### **Values & Behaviors:**

- Embraces the WWF mission and values of the organisation: Courage, Integrity, Respect & Collaboration.
- Demonstrating behaviors: Strive for impact, listen deeply, collaborate openly and innovate fearlessly
- Acts with highest integrity, accountability, and transparency.

### **Working Relationships:**

**Internal** – CCO Finance staff, Chief Financial Officer, WWF Cameroon managers and project staff.

**External** – Donors, partners and other stakeholders, if appropriate.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

### **How to apply?**

Apply through the link:

[https://cameroon.panda.org/apply to a job/apply for a job/](https://cameroon.panda.org/apply%20to%20a%20job/apply%20for%20a%20job/)

**Deadline for applications: 14<sup>th</sup> February 2024.**

Thank you in advance for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow up.

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