



## **JOB ANNOUNCEMENT**

<b>Position:</b>	Administration & Accountant Officer
<b>Reports to:</b>	Project Director with dotted line to Country Finance Director
<b>Location:</b>	Garoua (Cameroon)
<b>Start date:</b>	March 2021
<b>Position Type:</b>	Full time
<b>Application deadline:</b>	29 January 2021

### **Organization Background:**

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, presence in more than 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure

that vibrant, wild places and wildlife thrive alongside local communities.

WCS has been present in Cameroon since 1988 and since that date has worked with the government of Cameroon for the creation of several protected areas and the training of many conservationist executives. Currently, the WCS Cameroon program is working on three main landscapes namely Takamanda-Mone Landscape, the Mbam & Djerem National Park, and the Binational Complex of National Parks of Bouba-Njidda (Cameroon) and of-Sena Oura (Chad).

### **Duties and responsibilities:**

#### **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;
- Post the WCS financial report template after the approval from the Director of Finance & Administration;
- Prepare the monthly receivable and payable and financial reports and submit it to Director of Finance & Administration for review;
- Oversee the bookkeeping for BSB Office and Perform periodic cash count including surprise cash count;

- Monitor the bank balance and advise for cash replenishment as needed;

### **Human Resources**

- In collaboration with the HR Officer, oversee HR and Management tasks related to staff concerns at the project level;

### **Administration & Logistics**

- In collaboration of the Logistician, ensures the proper maintenance of the WCS Office, residence, Guest House, and the equipment of the WCS and ensure the effective usage and safety of WCS equipment and fleet;
- Participate in the integration/induction of the expatriate and national staff in

### **Procurement**

- Provide assistance in the process of procurement (i.e., Opening of the tender, Analysis of the bids and selection of the best offer);
- Contribute in the training of WCS staff on procurement policy of WCS and donor requirement in the process of procurement;
- Ensure the implementation of the audit recommendations related to procurements and Logistics;

### **Management**

- Supervise Accountant, log, clean officers;
- Assist with internal and external audits, as required;
- Ensure compliance with WCS Cameroon procedures and donor regulations;
- And all other tasks assigned by her hierarchy.

### **Qualification and 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

- Coordinate of all financial transactions between the country office and BSB field offices.
- Update and keep records of staff contacts/emergency/medical facilities list as needed;
- Assist with the recruiting process for the office;
- Oversee HR functions such as evaluations, monitoring of leave days and updating individual staff files.

logistics and purchasing process based on the needs of the WCS in BSB;

- Assist with general administration to ensure that office operations run smoothly and/or as assigned by senior management;
- Maintain and update the file of the preferred vendors;
- Ensure the proper management of the fleet of the WCS (including the proper tracking of the maintenance, repairs and fuel consumption);
- Update inventory of the assets registers on the monthly basis and submit the periodic report as requested;
- Recommend; in compliance with WCS policy and donor requirement; the assets that needs to be disposed

- Experience with KFW and EU donors appreciate
- Demonstration of strong writing, communication, presentation skill and pro activity;
- Ability to work in teams and predisposition to interpersonal relationships;
- Demonstrate the rigor on the work place while maintaining professionalism and flexibility where needed.

**How to apply:**

Interested candidates, who meet the above qualifications, should send their application letter and together with an updated CV with names and contact information of three references to: [wscameroon@wcs.org](mailto:wscameroon@wcs.org). The subject should be: **Admin Accountant Officer BSB Yamoussa-WCS Cameroon** before the **29<sup>th</sup> January 2021 at 4pm (Central Africa time)**. The application received after the deadline will not be considered.

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

WCS is an equal opportunity employer and the organization complies with all employment and labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value. The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on age, color, disability, gender identify, national origin, race, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations