



## Finance Officer

<b>Vacancy #:</b>	5345
<b>Unit:</b>	TRAFFIC Central Africa
<b>Organization:</b>	TRAFFIC International (TRAFFIC)
<b>Location:</b>	Cameroon Country Programme Office, Yaoundé, Cameroon
<b>Reporting to:</b>	Office Director - Central Africa
<b>Work percentage:</b>	100%
<b>Grade:</b>	P1
<b>Expected start date:</b>	01 July 2020
<b>Type of contract:</b>	Fixed-term (12 months with possibility of renewal)
<b>Closing date:</b>	31 May 2020

## BACKGROUND

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TRAFFIC is the leading non-governmental organization working globally on trade in wild animals and plants in the context of both biodiversity conservation and sustainable development. TRAFFIC International is a charity and limited company registered in the UK. TRAFFIC's head office, based in Cambridge UK, provides worldwide leadership, coordination, cross-regional and corporate functions.

TRAFFIC's local engagement is managed through Programme Offices operating under the auspices of the UK charity, with staff based in a hub office and at other strategic locations where necessary. Programme Offices operate within a geographic area of responsibility focused on one or multiple countries where TRAFFIC aims to help deliver priority programme outcomes. TRAFFIC works in strategic alliance with IUCN and WWF on wildlife trade issues. The TRAFFIC Central Africa Office is based in Yaoundé, Cameroon, where TRAFFIC is locally hosted by the Cameroon Office of IUCN PACO. The TRAFFIC Central Africa Office has a primary responsibility for engagement in Cameroon, Central African Republic, Democratic Republic of the Congo, Republic of the Congo, Gabon (emphasis on these first five), as well as Chad, Burundi, Equatorial Guinea, Rwanda, and São Tomé and Príncipe. The Central Africa Office further has the lead responsibility within TRAFFIC for engagement with the following inter-governmental institutions: The Central African Forest Commission on (COMIFAC), the Economic Community of Central African States (ECCAS) and the Congo Basin Forest Partnership (CBFP).

## JOB DESCRIPTION

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Characteristic duties:

The Finance Officer assists the Programme Office Director with ensuring the consistent and efficient management of the Central Africa office's finances, including banking, income and expenditure management, cashflow and payroll monitoring, operation of the computerised accounting system, and preparation of Core and project-level reports. The position works closely with IUCN Finance and HR Units, CAF Project Support Officer and Project Managers as well as with the Global Office's Finance Unit.

Specific duties

- Prepares and regularly monitors and updates the TRAFFIC multi-year Core budget including the 'ABC list'.
- Day-to-day finance and accounting management including cash calls, invoicing, payments, banking, control of the use of petty cash, and authorisations and processing accruals and prepayments;
- Reviews and reconciles bank and control accounts on a monthly basis
- Liaises closely with the Project Support Officer and Project Managers in the management of project finances; preparation and monitoring of cash-flow; and in the preparation of cash calls;
- Reviews and verifies project funding agreements /contracts, including those for consultants.
- Maintains project accounts and ensures that accurate financial information is available for the use by the Project Support Officer and Project Managers;
- Ensures the timely transfer of funds to and from Central Africa, the Global Office, and fund recipients by raising invoices and make payments following instruction from Project Administration Officer and the Programme Office Director,
- Advises the Project Administration Officer and Project Managers on payments made and income received.
- Supports the Programme Office Director on TRAFFIC HR matters including assisting with recruitment arrangements and reviews relevant information for staff remuneration.
- Works with the Global Office to maintain the financial system SAGE 300;
- Conducts data input to the computerised accounting system- SAGE 300 for Central Africa and reconciliation with the IUCN balance;
- Compiles monthly, quarterly and annual financial reports using SAGE 300 system and Excel for submission the Global Office after the approval of the Office Director;
- Ensures invoices are appropriately coded for input and processing into SAGE and IUCN Accounts;
- Ensures the timely preparation and submission of required financial reports;

- Prepares for and facilitates the year-end statutory audit;
- Ensures project audits are carried out in line with donor requirements;
- Process expense claims, workshop financial reports, and associated expenses justifications and ensure the expenses are appropriately loaded into SAGE;
- Ensures that all CAF staff are updated regularly monthly on the status of their respective travel accounts, and, where needed, provides them with advice to avoid irregularities;
- Initiate and validates all CAF purchases;
- Maintains the Central Africa Asset Register;
- Ensures that the Regional Director is timely informed about TCAF financial issues requiring his advice or decision-making;
- Undertakes any other TCAF related tasks as required by the Programme Office Director.

## REQUIREMENTS

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- Association of Accounting Technicians Intermediate or Technician level qualification or equivalent.
- At least a BSc in finance, accounting or other equivalent qualifications
- Relevant and proven work experience in a similar role, with responsibility for a wide range of financial accounting functions for at least 5years.
- Strong experience in operation of computerised accounting system - familiarity with ACCPAC, SAGE 300, SUN and Microsoft NAV an advantage.
- Proven ability to be proactive in prioritising own workload to meet deadlines.
- Familiarity with standard word processing, spreadsheet, presentation and database software, and with electronic communication technology.
- Ability to work well within a team and also to use own initiative in the role
- Strong communication skills with verbal and written fluency in English and French essential.

## APPLICATIONS

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Applicants are requested to apply online through the HR Management System, by opening the vacancy announcement and pressing the "Apply" button at:

<https://hrms.iucn.org/vacancy/5346>

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST). Please note that only selected applicants will be personally contacted for interviews.

Other job opportunities are published in the IUCN website: <http://www.iucn.org/involved/jobs/>

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### About IUCN

*IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.*

*Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.*

*IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.*

*Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.*

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