

JOB DESCRIPTION

Finance officer

JOB TITLE :	Finance officer	REPORT TO :	Finance manager
POSITION TYPE: Fixed term contract			
DURATION : 02 Years with 03 months of probation included			
JOB LOCATION : Yaoundé, Odza			
<p>JOB PURPOSE: The post holder should be familiar with audits, invoices and budget preparations. Our ideal candidate should demonstrate interest in managing accounting activities, including bank reconciliations, accounts payable and accounts receivable. The post holder should also have excellent organizational skills and be able to handle time-sensitive tasks. Ultimately, the post holder will be responsible for the day-to-day management of our financial transactions and procedures.</p>			
<p>Finance officer duties and responsibilities:</p> <ul style="list-style-type: none"> • Act as main contact point between P.I's and the CRID administration. • Update risk register as need be and submit to Finance Manager on or before the 5th of every month • Strict follow-up of all project expenses and ensure budget adherence • Produce all request forms and ensure that these forms are signed by the appropriate authorities and forward to the cashier. • Present all request forms to the cashier for consolidation and keep a copy. • Produce monthly reports and present to P.I's, the Finance manager and highlight areas that need attention on or before the 10th of every month. • All reporting information needs to be backed up by supporting documents from the financial software. • Produce quarterly, six-monthly, annual and any other reports required by funders at least one week to the due date and share with the P.I and Finance Manager for validation and signature by the H.A.F • Monitoring and Evaluation of the budget needs to be carried out. • Prepare all invoices and receipt and forward to Finance manager for validation and signature. 			

- Ensure strict follow-up of CRID policies
- Track bank deposits and payments
- Ensure all request forms have unique numbers and are records kept
- Weekly enquiry from P.I'S about weekly needs and request for them.
- Keep copies of all receipts and justifications.
- Carry out budgeting
- Participate in weekly meetings
- Any other tasks assigned by the supervisor.

SKILLS AND REQUIREMENTS QUALITIES NEEDED:

- Bachelor's degree in Finance, Accounting or relevant field.
- A minimum of 1 to 5 years' experience in a similar role.
- In-depth knowledge of financial regulations and accounting processes.
- Outstanding analytical and time management skills.
- Strong attention to detail.
- Experience of working in a finance environment and in confidentiality
- Excellent written and verbal communication skills.

NB: This position is available immediately