

Cameroon Jobs Expertini®

Finance Officer (Chargé de Finance)

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Company: Jhpiego

Location: Garoua

Category: business-and-financial-operations

Responsibilities

Timely completion of all transactions in a timely and efficient manner; specifically required to ensure that:

Maintains accurate accounts of the transactions of the company

The proper completion of all transactions authorized by the Finance and Administration Director in accordance with laid down processes and procedures

Contributes to periodic financial statements development and supports notes in accordance with the policies of the company.

Prepare financial commentary with regards to the quarterly financial statements (variance and profitability analyses).

Assist with the preparation and tracking of budget.

Ensures that payment vouchers are filled on timely basis.

Reviews travel expense reports from staff for entry into QuickBooks

Ensures that financial documents are stamp 'paid' on timely basis.

Reviews all financial documents to ensure laid down processes before processing them for payment.

Oversees the filing of all VAT and submit monthly to Finance and Administration Director for

review and processing

Follow up on withholding tax certificates from appropriate agencies

Reviews both electronic and hard copy filing of all Fix Award Amount (FAA) reports.

Required Qualifications

Degree in Business Administration, Accounting or its equivalent

Part-professional qualification in Accounting, from a recognized professional Accounting bodies is an asset

Significant knowledge and working experience in Accounting/Financial Management.

Knowledge of Financial Management practices in Ghana.

Knowledge of Office Processes and Procedures.

At least 5-6 years post-qualification experience.

Report writing, facilitation, presentation skills required.

Knowledge and experience of QBE essential.

Teamwork and cooperation: Ability to work effectively and smoothly across multi-disciplinary and multi-cultural teams and take actions to build a cohesive work climate in which all members are included. Solicits ideas and opinions to help form specific decisions and plans.

Result orientation: Ability to proactively approach the smooth organization of internal processes; ability to work independently with a strong sense of initiative, discipline, and self-motivation

Ability to manage program staff members that are remotely located

Verbal, written, interpersonal, and presentation skills in French and English

Proficiency in Microsoft Office

Ability to travel nationally to project sites

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