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Organisation des Nations Unies
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JOB DESCRIPTION

GEF Project GCP/CMR/904/GFF “Enabling Land Degradation Neutrality and mitigation of greenhouse gas emissions in Cameroon’s Sudano-Sahelian agro-ecological zone”

Position title: Administrative Assistant and Accountant

Reports to: National Project Director (NPD) and FAO GEF focal Point, Cameroon office

Technical / Dotted Reporting Manager(s): FAO GEF Agency

Supervises: N/A

Grade/Career Level:

Location: Yaoundé

I. Mission of the Department:

The Sudano-Sahelian semi-arid agro-ecological zone, one of Cameroon’s five agro-ecological zones, covers the North and Far North Regions of the country, extending over a combined area of about 10 million hectares. The zone comprises both natural habitats and agroecosystems. The production landscapes play an important role in local livelihoods, primarily through the agriculture and livestock sector.

Land degradation is destabilizing the agro-ecological conditions of the Sudano-Sahelian zone. The region is the most fragile ecological zone in Cameroon, with nearly 5 million hectares of land highly degraded – a situation exacerbated by climate variability and change, including frequent prolonged droughts and erratic heavy rains.

Cameroon has made a commitment to achieve land degradation neutrality (LDN) by 2030, with LDN achieved in at least 90 percent of municipalities within priority areas to combat land degradation.

The **GCP /CMR/904/GFF** project aims “to enable land degradation neutrality (LDN) and mitigation of greenhouse gas emissions in the production landscapes of Cameroon’s Sudano-Sahelian agroecological zone”. The objective will be achieved through implementation of the following components in six (6) municipalities within two (2) target regions – North and Far North:

- Component 1: Improving the Sub-National Enabling Environment for LDN
- Component 2: Strengthening Initiatives in line with Municipal LDN Targets
- Component 3: Knowledge management and Monitoring & Evaluation.

The Global Environment Facility (GEF) Council approved this 5-years project which a PMU executed by the Ministry of Environment Protection of Nature and Sustainable Development (MINEPDED) with FAO as the GEF Agency.

For this project, we are seeking an Administrative Assistant and Accountant with a spirit of integrity and dedication, to ensure Financial & Accounting operations of the project. He will be responsible for the day-to-day operational support of the PMU

II. Major Functions:

The Administrative Assistant and Accountant corrects, processes and reconciles a wide variety of accounting documents such as invoices, program billings, employee reimbursements, cash receipts and vendor statements; review financial information; prepare and process documents to disburse funds, make deposits and prepare reports; prepare bank signatory updates, prepares consultant contracts and grants, compile and review information for accuracy; and maintain records.

III. Major Duties and Responsibilities:

He/she will carry out the following tasks:

- Assist the preparation and organization of meetings, stakeholder workshops, trainings;
- Assist and facilitate the travel arrangements of all PMU staff as well as visiting national and international experts;
- Update extra-accounting files specific to Personnel, Suppliers & Service Providers, Missions, Meetings or Workshops, etc. ;
- Checking supporting documents for expenditure to ensure their validity and accuracy before accounting;
- Prepare the settlement of supplier/service provider invoices after reconciling invoices, delivery slips/deliverables, validation sheets or acceptance reports;
- Support the accountant at the FAO level to ensure the chronological, alphabetical and thematic classification of the accounting documents and documents supporting all the expenditure documents incurred;
- Ensure the inventory of equipment, material periodically;
- Enter the budgetary and analytical allocations in the accounting and non-accounting databases;
- Establish monthly budget monitoring;
- Develop and edit the specific reports required by his superior;
- Transmit all information or documents and financial documents required by the Auditors;
- Liaise with project partners and stakeholders on a regular basis and assist with logistic support for implementation of the project;

- Assist with the preparation of minutes and meeting reports, and assist in the preparation of project progress and financial reports.
- Ensure the booking of transactions and work closely with the Finance Manager for the smooth process of disbursements to partners and review of the financial reports. He is in charge of the day-to-day bookkeeping.
- Process payments and documents such as invoices, journal vouchers, employee reimbursements, and statements;
- Enter, update, and/or retrieve accounting data from automated systems;
- Prepare financial reports (donors and Management) for the projects assigned to him/her;
- Determine content and assemble data in order to prepare monthly reports for review;
- Verify and process employee expense claims;
- File and/or remove records and reports;
- Assist in the timely closing of monthly account by ensuring cash management, accounts payable and General Ledger data is up to date;
- Draft consultancies contracts and grants and do proper follow up to ensure contract terms are respected;
- Assist in preparing cost recovery journals and upload in the Oracle system;
- Perform assigned roles in the different tools (AP, GL, AGIS, Oracle, Bridger, GFS, Panda Pays, etc.);
- Prepare bank reconciliations and conduct analysis of general ledger accounts manually and in the Oracle system;
- Assign code to data;
- Monitor vendor advances and other receivables and ensure timely clearance of vendor outstanding items, taking corrective follow up actions where required;
- Maintain proper control over various financial records such as commitments and expenditures against budgeted amounts; initiate actions related to the following: general financial information, travel payments, and procurement transactions;
- Provide assistance to all staff services such as travel, expense claims, document retrieval, etc;
- Perform other related duties as required.

IV. Profile:

Required Qualifications:

- BSc Degree in Accounting/finance or a related field and a professional accounting qualification such as Certified Public Accountant (CPA), Chartered Accountant (CA) is required;
- At least three (3) years of progressively responsible professional experience in financial accounting, preferably in an international environment (NGO or Company);
- Experience working with government and donors;
- Proficiency in the use of MS Office applications, particularly advanced level in MS excel is required;
- Experience in using ERP system is highly desirable.

Required Skills and Competencies:

- Knowledge of automated accounting systems. Knowledge of Oracle would be an added advantage
- 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 manage contracts and update bank signatories
- Ability to assist others in solving work problems;
- High ethics and a personal commitment to transparency and accountability.

Other skills

- Demonstrate integrity by applying the values and ethical standards of the United Nations;
- Displays sensitivity and adaptability to culture, gender, religion, race, nationality, and age;
- Treats all people fairly without favoritism;
- Able to communicate effectively in writing to a wide variety of audiences in a simple and concise manner;
- Able to work in a high pressure environment with tight and frequent deadlines, managing numerous tasks simultaneously;
- Able to handle confidential and politically sensitive matters in a responsible and mature manner;
- Works well in a team;
- Projects a positive image and is willing to take on a wide range of tasks.
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V. Working Relationships:

The Administrative Assistant and Accountant will work closely with the National Director from MINEPDED and Cameroon GEF Focal Point. He will interact with project partners (IFAD, IUCN, FEICOM, etc.) and other partner national governmental institutions, non-governmental organizations, academic institutions, the media, specialists/ consultants and other stakeholders.

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 Project needs.

Date:

Approved by: