

## TEFON HUMAN RESOURCES Sarl

### Vacancy announcement

#### Accounting and Cost Analyst

Our client, a multinational company, specialized in oil and gas, is looking for an “Accounting and Cost Analyst” to accompany his activities in Cameroon

Work location	Douala, Cameroon
Work Schedule	5/2
Department	Finance & IT
Reports to	Drilling Cost Controller
Year	2022
Headcount	1

#### Job Purpose/Summary

The Accounting and Cost Analyst is responsible for analyzing and recording the various transactions of the Company.

#### Key Accountabilities/Result Area

##### Principal Deliverables and accountabilities include:

- Perform balance sheet accounts reconciliations and correct miscoding in the accounts.
- Prepare and file journal vouchers (JV) of accounting transactions for hard posting by the supervisor.
- Perform analysis of transactions and routine accounting entries in the SUN and SYSCOHADA accounts.
- Analyze OPEX monthly and perform coding errors identification for corrections.
- Ensure the accurate coding of all entries booked into the ledger by reviewing the detailed transactions of the month and propose correction entries.
- Fully support annual statutory audits a key focal point for SYSCOHADA accounting.
- Processing and coding of all Company drilling invoices in order to comply with commercial terms of drilling contracts.
- Updating drilling coding schedule annually to incorporate new drilling codes. Creating new drilling codes and providing coding advise to Proactis end-user.
- Perform monthly analysis of the Company’s operating cost for overhead departments and

report to Department Heads.

- Advise Finance on improved cost tracking / analysis and reporting techniques.
- Assist the Drilling Cost Controller in End of Well (EOW) reconciliations.
- Participate in HSSE awareness sessions (HSSE Meetings, events and trainings) to maintain and improve Organizational HSSE culture

## **HSSE**

**N.B:** The incumbent may perform other related duties as assigned

### **Interface & Dimensions**

#### **Internal Interface**

- The incumbent is part of a Finance & IT Team.
- Interacts with all other employees

#### **Eternal Interface**

- Interacts with all Auditors.
- Government Agencies.

### **Key Challenges**

- Imperative need to complete financial transactions data, and account analysis on time.
- Analyze and identify accounting errors.
- Deliver results within tight deadlines.
- Ability to analyze complex accounting data.

### **Experiences / Competence & Requirements**

- BSc. in Accounting and/or Finance. A professional accounting qualification (part or fully qualified) would be an advantage.
- Minimum of 3 years' experience in Accounting/Cost Control.
- Knowledge of SYCOHADA Accounting practices.
- Good analytical and problem-solving skills.
- Interpersonal skills and can work mostly alone with minimal support.
- Unwavering honesty and integrity.
- Experience with MS-office, Proactis and SunSystems knowledge desirable.
- Fluency in both oral and written English. Proficiency in French would be advantageous.



*All interested candidates should submit a CV and cover letter  
to:tefonhr@tefonservices.com/www.tefonservices.com/latest  
1<sup>st</sup> December 2022*

---

*This vacancy is open to all interested candidates both internal  
and external*

---

