

TEFON HUMAN RESOURCES Sarl

Vacancy announcement

BUSINESS ANALYST

Our client, a multinational company, specialize in oil and gas, is looking for a “Business Analyst” to accompany his activities in Cameroon

Work Location	Douala, Cameroon
Work Schedule	5/2
Department	Finance & IT Department
Report to	Head of Business Planning & Economics
Year	2021
Headcount	1

Purpose of the Job

The Business Analyst is responsible for coordinating the internal and external budgetary processes for the company. The incumbent is also responsible for providing relevant support through the various stages of the business planning and investment evaluation processes for all Operated Assets.

Key Accountabilities/Result Area

- Coordinate the budgetary process by liaising with all department heads, project leaders and other stakeholders to ensure accurate input into the company budget.
- Ensure guidelines from parent company are effectively disseminated to all stakeholders involved in the budgetary process.
- Carry our regular updates to the internal and external budgets, preparing accurate variance analysis and communicating effectively to Senior Management.
- Track AFE Commitments against approved budgets to ensure accurate cost allocation and compliance with budgetary procedures.
- Support the company Long Term planning process – including but not limited to validation of inputs, updating templates and updating the economic models used for Long Term planning.
- Support the investment appraisal process – carry out tactical economic evaluations on development projects.
- Prepare quarterly commitment reports for submission to Parent Company.

- Support the preparation of all four Joint Venture Committee Meetings for the company with joint venture partners and ensure financial / commercial issues with partners are promptly addressed in line with the various Contracts Terms and conditions.

Interface & Dimensions

- Leadership Team Members.
- All Departments in Cameroon.
- Various Departments in headquarter.
- External Partners including supervising Ministry, and State Company

Key Challenges

- Prepare multidisciplinary reports for Senior Management.
- Liaise with a diverse group of disciplines at all levels of the organization on finance, economic and technical issues, influencing them to provide quality inputs in line with guidelines.
- Handle sensitive / confidential company information.
- Structure complex problems.
- Delivery of high-quality work on time against very tight deadlines.

Experiences / Competence & Requirements

- B.Sc. in Economics, Management or Petroleum Engineering.
- 2 - 5 years' experience in Project Management, Cost Analysis, Budgeting and Planning, Economics or Petroleum Engineering.
- Ability to efficiently engage with broad and diverse teams.
- Excellent Excel and modelling skills.
- Diligence and attention to details.
- Effective communication and presentation skills.
- Knowledge of respective Oil and Gas fiscal systems is an advantage.
- Knowledge of accounting systems (Sun, Vision excel) is an advantage

All interested candidates should submit a CV and cover letter to: www.tefonhr.com / tefonhr@tefonservices.com / Latest 26th August 2021

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

Chick Timoh
Operations Manager
 August 2021

