

## TEFON HUMAN RESOURCES Sarl

### Vacancy announcement

#### Job Purpose/Summary

The Domiciliation Assistant performs the day-to-day processing of foreign payment domiciliation and regularization operations to ensure that Foreign Exchange Regulations are respected in an effective, timely and accurate manner.

#### Key Accountabilities/Result Area

#### Main Responsibilities

- Analysis of all single payment made in foreign currency to ensure it is in conformity with the requirements of the foreign exchange regulation and Customs CEMAC code.
- Identify and advise Management, Account payable, Procurement team on solution on how to comply with the FX Regulations.
- Take correctives actions for all issues regarding the domiciliation process.
- Determine the FOB value of each foreign invoice and advise if it's subject to the FX requirements or not.
- Determine the nature of the operation (Goods/Services).
- Open and create a file for each foreign payment subject to the domiciliation requirement.
- Maintain and update necessary information into the database.
- Reconciliate or link the foreign invoice with his related importation from C/L team database.
- Analyze the related importation documents, proceed with necessary customs requirements checks and ensure it's in conformity with the Invoice for payment.
- Proceed pre - domiciliation of invoices in E-FORCE and raise a PR number and Import Declaration.
- Prepare BEAC import/export declaration with the related documentation and submit to Management for signature and transmission to local or Central Bank.

- Liaise with Local Bank (E-FORCE) or Central Bank (channel of transmission still to be confirm) and request for an Attestation of domiciliation prior to release of payment to the Vendor
- Ensure domiciliation is done thru the right entity and in respect of the timeframe as per FX Reg.
- Analyze each line from the quarterly treasury Debit/Credit report, check if all foreign payments have been captured and link each line to his related remittance advice from Account payable.
- Ensure all payments in the treasury Debit/Credit report subject to FX Regulations are captured and domiciliated.
- Prepare a reconciliation report and link all internal Databases from Account payable, treasury, C/L team and FX data.
- Liaise with Cost Control and request for evidence of Tax return for each invoice subject to withholding tax.
- Prepare all required documents to regularize each payment domiciliated thru BEAC or local Bank (Customs documents, proof of payment, proof of service rendered, etc...).
- Ensure regularization of domiciliation is done through the bank of domiciliation and in respect of the timeframe as per FX Reg.
- Ensure proper archiving of the whole process.
- Assist during audit from Central Bank/Customs / Ministry of Finance.
- Prevent the company from fine or penalty regarding FX operations.
- Perform any other task that may be given to him in relation to FX regulation.

## HSSE

- Participate in all HSSE intervention schemes (APIPP, Incident reporting, site visits) and awareness sessions (HSSE Meetings, events and trainings) to maintain and improve Company HSSE culture and performance.
- Understand the emergency procedure and the related requirements.
- Lead as a role model to improve HSSE engagement within direct team, section, and department

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

## **Interface and Dimensions**

- Ability to work safely in and out of the office and is prepared to work long hours or weekends when required to do so.
- Work with all Departments in the Company but principally SCM, Operations and Technical.
- Interfaces with vendors, contractors, BEAC, local Banks, forwarding/clearing agents, shipping agents, customs and other government agencies.

## **Key Challenges**

- Understanding BEAC & Customs laws/regulations and procedures.
- Understanding the customs requirements for importation of materials by oil companies operating in Cameroon.
- Ability to handle invoices of different currencies.
- Smartly be a key player of the payment process without being a bottleneck.
- Avoiding duplicating domiciliation and stand as a second checker for all foreign invoices.
- Ability to perform huge analysis from multiple databases and build accurate reconciliation reports.
- Be diligent, preventive and result oriented.
- Be morally and ethically upright.
- Be able to work accurately and timely with minimum supervision.
- Ability to work as part of a team

## Experience/Competence & Requirements

- Minimum qualification of a two-years university degree.
- Excellent computer skills.
- Minimum 1-3 years' experience working in the area of customs clearing, shipping or freight forwarding.
- A good understanding of the roles of the different actors in the customs clearing process.
- Knowledge of the CEMAC Customs Code, Harmonized System of materials classification and Incoterms 2010 - 2020 Rules.
- Understand how customs duties are calculated and be able to verify the accurateness of the calculations.
- Know the different Customs Regimes for import/export operations in Cameroon.
- A good understanding of Foreign Exchange laws
- Understanding of Debit and Credit operations
- Ability to read, write and communicate in English and French.
- Have credibility and good interpersonal skills.
- Have good initiative and ability to work independently.
- Ability to learn quickly

*All interested candidates should submit a CV and cover letter to: [tefonhr@tefonservices.com](mailto:tefonhr@tefonservices.com) / [www.tefonservices.com/latest](http://www.tefonservices.com/latest) 25<sup>th</sup> April 2023*

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

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**Chick Edmond**  
Human Resources / Operations Director

