

TEFON HUMAN RESOURCES Sarl

Vacancy announcement

Finance Assistant

Our client, a multinational company, specialized in oil and gas, is looking for a “Finance Assistant” to accompany its activities in Cameroon

Work location	Douala, Cameroon
Work Schedule	5/2
Department	Finance & IT
Reports to	Account Payable Team Leader
Year	2022
Headcount	1
Duration	5 months

Job Purpose/Summary

The Finance Assistant performs the day-to-day processing of accounts payable transactions to ensure that invoices are maintained in an effective, up to date and accurate manner.

Key Accountabilities/Result Area

Principal Deliverables and accountabilities include:

- Register and submit all foreign and local invoices into Proactis, review invoices for cost, quantity, legitimacy or duplication and recalculate WHT on service invoices.
- Ensure service invoices have accurate rates (as per contract), right approvals and pay within due date.
- Ensure correct coding of both material and service invoices.
- Accuracy in preparing the log sheet and entering the payment into the system, examine material invoices with P.O.s & Receiving Reports for correct quantities and amounts.
- Manage foreign & local vendor banking details to be used for payments and effect payment of invoices through company bank accounts.
- Prepare and journalize month-end amortization sheets for prepaid Insurance and rent as well as other monthend entries.
- Deal with vendor's queries daily and liaises with foreign vendors and some selected local vendor.
- Handle period end account reconciliation for some selected local and foreign vendors.

- Ensures appropriate filling of journalized transactions and assist with internal/external audits and Treasury/Cash Management activities.
- Ensure proper and timely reporting to the Commercial Banks and Central Bank for all Debit and Credit transactions linked to Account Payable, for all foreign currency onshore and offshore APCC and APCL S.A. bank accounts.

NB: The incumbent may perform other related duties as assigned.

Interface and Dimensions

Internal Interface

- Other Company Departments.
- The incumbent is part of a Finance Team of 22 staff.

External Interface

- Interacts with all other employees, international consultants, visitors or staff from the Company's Corporate office and/or other Operating Companies including joint venture stakeholders.

Dimension

The number of invoices paid is more than 400 weekly, with monthly cash transaction of 30 million US\$.

Key Challenges

- Ability to handle invoices of different currencies
- Timely payments of invoices.
- Ensuring that rates and quantities on invoices concur with P.O.s, contracts and GRN.
- Providing accurate account analysis. 2
- Maintaining good relationships with vendors

Experiences / Competence & Requirements

- HND in Accounting or Finance.
- Excellent computer skills (Excel, PowerPoint, ERPs).
- Good knowledge of Financial Accounting.
- Minimum two years working experience in Finance-related positions.
- Knowledge of Sun Systems will be an added advantage.
- Fluent in both English and French.
- Good analytical, problem-solving skills.
- Knowledge of Central Bank (BEAC) Foreign Exchange Regulation.
- Good communication skills

***All interested candidates should submit a CV and cover letter
to:tefonhr@tefonservices.com/www.tefonservices.com/latest
June 21st 2022***

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



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Cherik Timor Edmond
HR/Operations Manager