

TEFON HUMAN RESOURCES Sarl

Vacancy announcement

<u>Position Title:</u>	TREASURY ACCOUNTANT
Position information	
Work Location	Onshore-Douala, Cameroon
Work Schedule	5/2
Department	Finance and Information Technology
Report to	Head of Business Finance
Year	2021
Headcount	1

Job Purpose/Summary

The Treasury Accountant provides advise on local banking issues and needs. He/she manages cash of the organization and increases the profitability of the company by working on periodic liquidity requirements. He/she maintains an effective relationship with key external interfaces – this includes local and foreign banks, various government offices and the Central bank.

Key Accountabilities/Result Area

- Prepares and monitors long term and short-term cash forecast (local and foreign banks) and anticipate challenges arising from limited cash flow.
- Follows up and monitors all bank transactions for timely payments to suppliers, cash calls to and from partners, crude oil sale receipts, short term cash investments, tax and royalty payments, dividends etc.
- Reconciles bank statements against the General Ledger and clears any outstanding differences within record time (one month).
- Registers treasury operations into the system monthly for group reporting.
- Calculates and timely provides foreign currency for business travel allowances.
- Initiates and follows up foreign exchange transactions; negotiates and monitors bids,
- Conducts/implements efficient management of company's bank accounts and banking operations; maintains banking documents and monitors expiry dates, updates signatories, opens/closes accounts, monitors efficient functioning of online banking platforms etc.,
- Prepares and submits quarterly balance of payment and different other reports to B.E.A.C.
- Maintains effective relationships with the banks.
- Initiates and monitors internal and external short-term cash investments and loan transactions with the banks and other third parties.
- Works with auditors on interim and annual audits and maintains requested schedules; responds to audit inquiries timely.

- Manages financial risk by monitoring bank guarantees/facilities whilst ensuring no exposures.
- Be well aware of the Foreign Exchange Regulation and the following Instructions implemented by the Central Bank (BEAC).

Interface & Dimensions

- Total annual receipts valued at \$400 million & payments at \$400 million.
- Internal account transfers valued at \$400 million.
- Annual foreign exchange operations valued at \$127 million.

Key Challenges

- Ability to work with little supervision.
- Precision and accuracy is required.
- Develop proficiency in SUN System.
- Ability to remain clear-headed in an aggressive bank environment.
- Implement effective Treasury controls in line with group policies and ensure all the group treasury processes are implemented locally.

Experiences / Competence & Requirements

- B.Sc. in Accounting and Finance
- 2-5 years' experience, preferably in treasury, accounting and finance operations •
Solid knowledge of accounting processes
- Knowledge of the local banking industry.
- Self-motivated individual with effective organizational/planning skills.
- Ability to build excellent relationship with internal & external interfaces.
- Demonstrate strong analytical abilities.
- Ability to undertake multiple tasks at the same time without losing focus while managing competing deadlines.
- Effective written and verbal communication skills (English and French).
- Ability to work in a team environment.

All interested candidates should submit a CV and cover letter to:

tefonhr@tefonservices.com, Latest 20th August 2021

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

Chick Timoh Edmond
HR/Operations Manager

