

TEFON HUMAN RESOURCES Sarl

Vacancy announcement

Finance Support

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

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

Job Purpose/Summary

The Finance Support 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:

- Assist in the scanning, registration and submission of foreign and local invoices into Proactis.
- Assist in gathering necessary supporting documents required by the new FX regulation.
- Assist in the follow-up of invoices awaiting approval at various level in Proactis.
- Deal with internal & external vendor's queries.
- Handle petty cash transactions.
- Prepare and Journalize month-end amortization sheets for prepaid Insurance and rent as well as other month-end entries.
- Handle month end period 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

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

Interface & 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.
- 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 a Finance-related positions.
- Knowledge of Sun Systems will be an added advantage.
- Fluent in both English and French.
- Good analytical, problem-solving skills.
- Good communication skills

*All interested candidates should submit a CV and cover letter to:
tefonhr@tefonservices.com/www.tefonservices.com/latest 24th March 2022*

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