

DESCRIPTION

Job Title: Accountant

Location: Buea, South West Region, Cameroon

Reports To: Finance Officer

Application Deadline: 14/11/2024

Organizational Background

TeenAlive Association, founded in 2018 is a non-profit organisation committed to improving the lives of women, children, and teenagers by empowering them through education, vocational training, and advocacy. We strive to prevent teenage pregnancies, rehabilitate and support adolescent mothers, and raise awareness on pressing protection issues by providing services such as Child Protection, adolescent life skills programs, educational support, Mental health and psychosocial support (MHPSS), Gender-Based violence (GBV), livelihood/economic empowerment, and community empowerment programs.

Through partnerships and community-focused initiatives, we aim to foster resilience, protection, and sustainable development in conflict-affected regions, by equipping vulnerable children, teenagers, and women with the knowledge, skills, and support they need to break cycles of poverty, improve their well-being, and foster positive change within their communities.

Job Purpose

The Accountant is responsible for managing the UNICEF – USAID Project financial resources to ensure accountability, transparency, and alignment with donor requirements and internal policies. The Accountant will oversee financial transactions, budgeting, reporting, and compliance, playing a vital role in supporting the successful implementation of the organization's projects and activities.

Key Responsibilities

- **Financial Management and Record-Keeping:** Record and maintain accurate financial transactions in the accounting system. Process payments, including payroll, vendor invoices, and reimbursements, ensuring all transactions are in line with TeenAlive's financial policies. Perform monthly bank reconciliations and manage cash flow to support program activities.
- Prepare donor-specific financial reports in line with donor requirements and ensure timely submission.

- **Internal Controls and Compliance:** Implement internal controls to safeguard the organization's assets and prevent fraud. Ensure compliance with applicable financial regulations, TeenAlive's policies, and donor requirements. Prepare for and support internal and external audits, ensuring all required documentation is in order.
- **Grant and Donor Fund Management:** Track restricted and unrestricted funds and manage their allocation to relevant projects. Ensure financial reports for donor-funded projects are accurate and submitted on time. Coordinate with program managers to ensure funds are used in accordance with grant agreements.
- **Provide financial analysis** to support strategic decision-making, identifying trends and opportunities.

Qualifications and Experience

- Bachelor's degree in Accounting, Finance, or related field.
- **Experience:** Minimum of 1 year of accounting experience, ideally within an NGO or non-profit sector.
- **Technical Skills:** Proficiency in accounting software. QuickBooks is an added advantage
- Knowledge of donor reporting requirements and fund accounting.
- Strong understanding of internal controls and compliance standards in non-profit organizations.

Key Competencies

- **Attention to Detail:** High degree of accuracy in financial recording and reporting.
- **Integrity:** Upholds ethical standards, with a commitment to transparency and accountability.
- **Analytical Thinking:** Ability to interpret financial data and provide strategic insights.
- **Communication Skills:** Clear, effective communication with program staff and external stakeholders.
- **Team Player:** Ability to work collaboratively with program and field teams.

TeenAlives's Commitment to Protection from Sexual Exploitation and Abuse (PSEA)

The applicant commits to adhere to the zero-tolerance policy of TeenAlive towards sexual exploitation and abuse and to take all necessary measures to ensure this policy

is maintained and promoted. The employee commits to support all the efforts of TeenAlive to prevent and respond to SEA allegations, in particular:

- Adhere to TeenAlive's code of conduct, prohibiting SEA
- Mandatory reporting of any SEA situation the employee should become aware of
- The mandatory participation in all trainings and sessions on SEA organized and facilitated by TeenAlive.

The mandatory participation in good faith in any investigations or audits undertaken by TeenAlive following the reporting of a SEA allegation.

Breaches in these requirements will be dealt with in accordance with TeenAlive policies and may lead to sanctions being imposed (e.g. dismissal, suspension, written censure or other administrative/corrective measures) including termination of employment.

How to Apply

Interested persons should submit their CV and cover letter online to teenalive_2018@yahoo.com or in person at our head office in Buea, Bakweri town, opposite My Shopping Center by 14/11/2024, latest 4pm. Only shortlisted candidates will be contacted.