

ACMS

Association Camerounaise pour
le Marketing Social

Partenaire de 

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Ngaoundéré
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Sous-bureau de
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Agréée par le
Ministère de la Santé Publique
NIU: M089600013745A

CALL FOR APPLICATIONS FOR THE POSITION OF REGIONAL ACCOUNTANT AT THE ACMS OFFICE IN DOUALA

Background and rationale

The Cameroon Association for Social Marketing (ACMS) is seeking to recruit a Regional Accountant (M/F) for the ACMS Office in Douala.

The successful candidate will have as main missions: to develop, coordinate and administer all the accounting and financial operations of the region; check all accounting documents; pre-record and post them; provide quality services for all projects, all services and personnel in terms of planning.

He/she will check the documents transmitted to Headquarters and monitor the implementation of hierarchy recommendations as well as internal and external auditing.

ACMS is a network member of Population Services International (PSI). PSI is a globally-renowned health organization with programs targeting malaria, child survival, HIV and reproductive health.

Duty station: Douala

Type of contract: 2 (two) years fixed-term (CDD) with open-ended (CDI) renewal option

Date of assumption of duty: October 2018

Position level: 9th category, level A of tertiary sector II of the National Collective Agreement on Trade.

Job Description

Under the Administrative supervision of the Zone I Regional Manager and Technical supervision of the Financial Controller, the Regional Accountant of the Office in Douala will have the following responsibilities:

- Ensure book keeping in the region;
- Supervise all activities at the regional store level;
- Ensure the smooth functioning of the petty cash fund in the region;
- Assist in the monitoring of debt recovery at the level of the region;
- Ensure all bank-related transactions;
- Carry out mobile payments at the level of the region;
- Ensure compliance with the accounting and sales procedures of his/her region;
- Perform all other duties related to his/her activities as assigned by hierarchy;
- Monitor the implementation of internal and external audit recommendations;
- Assist the financial team in the preparation of the financial report;
- Support management in promoting ethics and integrity;

- Carry out surprise counts of cash and stock;
- Perform all other duties related to his/her activities.

Qualifications and professional experience required

- Be of Cameroonian nationality or be authorized to work in Cameroon;
- Hold at least a **Bachelor's degree in Accounting and Management, Finance**, or any other academic diploma recognized as equivalent;
- **Have at least 5 (five) years of proven professional experience**, as an Accountant or Chief Accountant, in an international non-governmental organization or in a private enterprise or company comparable to ACMS in size;
- Computer knowledge is mandatory, notably the usual accounting, word processing and spreadsheet software (Word, Excel, Access, PowerPoint, etc.). Knowledge of the QBE software would be an asset;
- Have supervised at least two to three assistants in an accounting department;
- Have knowledge and experience of international NGO systems;
- Be fluent in French and/or English and have sufficient mastery of the other language;
- Have good interpersonal relation skills;
- **Key competencies required:** have in-depth knowledge of internal auditing procedures and good knowledge of accounting, finance and management; be able to communicate effectively; be able to bring about change/innovation; be proactive; have results-based management, negotiation, planning and organizational skills.

Additional skills required:

- Have good public relations skills;
- Be honest and demonstrate commitment and ability to work in harmony with people of diverse backgrounds and cultures;
- Have sound organizational skills;
- Demonstrate integrity, honesty and good character;
- Promote and defend integrity;
- Promote and defend organizational priorities.
- Be able to demonstrate skills in the management of human relations, communication and individual development;
- Have a structured mind and good aptitudes in oral and written expression;
- Be willing to work under heavy time pressure and be self-questioning.

Application file:

1. A motivation letter addressed to the Executive Director of ACMS;
2. A curriculum vitae (CV) following the form available for this purpose on the website: **http: www.acms-cm.org;**

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3. A photocopy of the **required diploma**;
4. A photocopy of the valid National Identity Card or any other authorized identification document;
5. **A certificate of non-conviction not more than three months old**;
6. Photocopies of **documents justifying the candidate's experience** (Attestations of internship and employment, work certificate and/or any other document relating thereto);

Submission of files

The complete files should be submitted in an anonymous envelop with the mention:
"Application for the position of Regional Accountant at ACMS DOUALA"

1. At ACMS headquarters in Yaounde located at Dragages in the Mballa II neighborhood. Tel/Fax: 222 20 92 24
2. At the Regional Office in Garoua located in the Marouaré neighborhood, behind the great mosque of Poumpouré, Tel: 222 27 20 02
3. At the Maroua Liaison Office located in the Dougoï neighborhood, Tel: 656 23 93 04 / 656 20 03 12
4. At the Ngaoundere Liaison Office located in the Administrative neighborhood, Tel: 690 12 46 66 / 694 53 54 03
5. At the Regional Office in Douala located in the Ndogbati neighborhood (Carrefour Agip) next to Maison du cycle, Tel: 333 -41 -11 -12
6. At the Regional Office in Bamenda located at COW STREET-NKWEN Tel: 333 36 20 79.

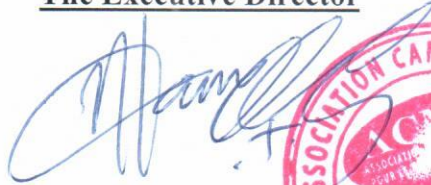
NB: Deadline for submission of files: Friday, 17th August 2018

Female applications are strongly encouraged and only shortlisted candidates will be contacted.

ACMS reserves the right to recruit at a lower level or on the basis of a modified job profile.

Yaounde, 18th July 2018

The Executive Director


Godlove NTAW

