



JOB DESCRIPTION - ACCOUNTING ADMINISTRATOR

As part of the project PARADE 2, CDA is recruiting an administrator.

JOB DESCRIPTION

Project title	Project on the empowerment and integration of the internally displaced persons in Dschang and its Surroundings - phase 2 (PARADE 2)
Function	Administrator / accountant
Type of Contract	Fixed-term and volunteer contract
Duration	10 months
Nature of the position	Full-time
Number of working hours	Weekly
Assignment	CDA Headquarters
coordination (direct supervisor)	Project Manager
Employer	CDA-PARADE
Collaboration	With all the targeted partners spelled out in the project
Travel	No-except when necessary
Subordinates	More than 9 volunteers

The Cameroon Debate Association (CDA) is an apolitical and secular association, open to Cameroonian youth. Its main purpose is to offer young people of both sexes the opportunity to acquire the knowledge and methods necessary to develop their personality and facilitate their social integration, and to offer them opportunities to lead, individually or collectively, actions aimed at the well-being of their communities.

PARADE project. Now in its second phase, the Project for the empowerment and integration of the internally displaced persons in Dschang and its Surroundings (PARADE 2) targets displaced English speakers residing in the municipalities of Dschang, Santchou, Bafou and Mbouda. PARADE 2,

primarily, aims at promoting peace and citizenship in the IDP host communities, contribute to the integration and capacity building of English-speaking displaced people. Then, while preparing them for the return, it promotes self-employment and socio-economic integration of young people, women and girls English-speaking displaced with a favorable impact on the management of the post COVID-19 environment, including waste and garbage. Spread over ten (10) activities, this phase is a continuation of the first with a direct target of six (06) thousand displaced from NOSO.

I: MISSIONS

- Ensure the management and monitoring of the PARADE 2 budget;
- Develop acts related to the management of the staff of the project;
- Ensure the internal management of the association's headquarters and supervise the financial management of regional coordination;
- Represent the executive office of the association before all local authorities;
- Design and propose to the project team an actual annual budget plan (AABP) in adaptation to the annual forecast budget plan (AFBP);
- Prepare all budgetary / accounting documents and all information documents related to CDA and PARADE 2 budgetary / accounting decisions: initial and additional budgets, administrative accounts, interim balance sheets, etc. ;
- Coordinate the programming and mini-budgeting of activities and sub-activities with reference to the AABP;
- Coordinate the production of annual activity reviews;
- Manage staff, payment of allowances and salaries;
- Design and update all personnel files, including that of field agents and service providers;
- Enact documents (dashboards) and procedures (entries, exits, deposits, withdrawals, purchase / sale vouchers, assignments, work equipment, etc.) in order to have solid analytical accounting;
- Study and validate all financial records in relation to activity / sub-activity from partners and providers;
- Collect, compile and analyze monthly activity reports from departments, cells and project teams;
- Supervise and carry out all of the accounting entry for the project and the CDA's annual activities;
- Harmonize financial files with the requirements of the technical management advisor;
- Coordinate the production and management of mail for the small executive office and the project team;

II: TASKS

- Design and implementation of activities at headquarters;
- Participation in meetings, ordinary and extraordinary general meetings of the association;
- Report of the association's activities at the headquarters;
- Progress report (finances) of the association and its projects;
- Improvement and updating of statistical tables, global study reports and annual balance sheets of the association;
- Production of monthly and annual financial statements in collaboration with the treasurer and the auditor;
- Execution of various administrative tasks in support of projects and project monitoring;
- Coordination of the design of data collection and activity monitoring and evaluation supports;
- Proposal of innovative and profitable projects or activities;
- Rationalization and ensures the proper use of work equipment;
- Permanent monitoring of the effective implementation of the association's activities;
- Information and monitoring-evaluation of service providers and field agents;
- Identification and anticipation of potential problems to be solved, in liaison with the executive office, the project team, service providers and field agents;
- Supervision of the material and financial organization of meetings, conferences, interviews and missions;
- Development and optimization of tools and procedures related to the proper functioning of the service (letters, internal notes, dashboards, action sheets, classification, archives, etc.);
- Coordination of the dissemination of information between headquarters and the various partners;
- Involvement in the drafting, implementation of conventions and partnership agreements;
- Monitoring of data relating to pay, leave, and reimbursement of expenses.
- Any other task entrusted to the candidate and deemed useful by his superior.

III: RESEARCH PROFILE

- At least 2 years of experience in administration and accounting;
- Baccalaureat/GCE Advanced level or Bachelor in Accounting / Finance;

- Master the budgetary, accounting and tax rules in force in Cameroon and in the CEMAC zone;
- Excellent listening, coaching and sharing skills in administrative, financial and accounting;
- Good writing skills and spirit of synthesis;
- Excellent ability to design monitoring tools (dashboards, etc.);
- Proven software skills (office outlets and accounting software).
- Very good communication skills;
- Rigor and ability to work under pressure;
- High degree of punctuality;
- Female application strongly encouraged.

IV: TERMS OF RECRUITMENT

The application files are sent exclusively by e-mail to the address parade.cameroon@gmail.com with the title "JOB-PARADE 2020-ADMINISTRATION]".

Each application includes:

- A cover letter adapted to the position requested
- CV (no more than 5 pages)
- A declaration of good character duly signed.

The incomplete or non-compliant application files will simply be rejected.

- Call for application: June 15, 2020
- Deadline: July 31, 2020 at 12:00 p.m. GMT.
- Response to preselected candidates and technical tests: August 15, 2020
- Interviews (Dschang, online or phone): **August 28-29, 2020**
- Starting date : 02 September 2020

More information on the PARADE project, here:

<https://debatecameroon.org/fr/le-projet-parade/rapports-parade/>

NB: Only the preselected candidates will be notified..