



POST DESCRIPTION

SECTION 1

Position Information

Position Title	Finance Assistant
Position Grade	G4
Duty Station	Yaounde - Cameroon
Contract duration	06 months renewable
Job Family	Financial
Organizational Unit	Resource Management Unit
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Reports directly to	Senior Finance Assistant
Number of Direct Reports	0

SECTION 2

Organizational Context and Scope

Under the overall supervision of the Chief of Mission (CoM) in Cameroon, the Resource Management Officer (RMO) in Cameroon, and direct supervision of the Senior Finance Assistant; and, in collaboration with relevant units, the successful candidate will be responsible and accountable for providing finance support services and accounting monitoring of the financial activities within the Canada Visa Application Centre (CVAC).

SECTION 3

Responsibilities and Accountabilities

1. Extract and input data from various sources in financial or accounting systems;

2. Daily monitor and reconcile payments from the CVAC visa applicants, including collection of receipts, verification of payments against the bank statement, reconciliation of daily payments with the daily reports generated by the case management system;
3. Timely report and escalate to the CVAC management team and to the Mission on any discrepancy found during the daily monitoring activities and facilitate eventual investigations;
4. Maintain compliance with the CVAC contract for recording, storing, retention, and discarding of financial documents;
5. Facilitate verification of the CVAC financial record in case of audits or formal visits from IRCC and/or VFS or IOM internal audits
6. Respond to accounting, budget or financial queries regarding data from staff in the unit and elsewhere;
7. Review all types of payments starting from purchase to payment requests verifying that they are duly authorized, and all the supporting documents are attached therewith;
8. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered;
9. Prepare necessary receipt and journal vouchers;
10. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required;
11. Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.;
12. Ensure proper and systematic filling of all posted payments and other accounting documents according to the established standards;
13. Responsible for the Petty Cash of the office; and,
14. Perform other related duties as required.

SECTION 4

Required Qualifications and Experience

EDUCATION

- Bachelor's degree in Commerce, Accounting, finance, Business Administration or a related field from an accredited academic institution with two years of relevant professional experience; or,
- High school diploma with four years of relevant professional experience.

EXPERIENCE

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

SKILLS

- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,

SECTION 5

Languages¹

REQUIRED

For this position, fluency in English and French is required (oral and written).

DESIRABLE

Knowledge of any other UN languages is an advantage

SECTION 6

Competencies²

■ The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators – Level 1

Teamwork: Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

Delivering results: Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.

Managing and sharing knowledge: Continuously seeks to learn, share knowledge and innovate.

Accountability: Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.

¹ As per IN/233, staff members in a position in the Professional and GS categories are expected to be fluent in one of the Organization's official languages, which are English, French and Spanish. At least a working knowledge of another official language is highly desirable and may be specified as mandatory in some cases. For positions in the GS category, proficiency in one of the local language(s) may also be required, as specified in the VN/SVN.

² Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

SECTION 7

How to apply

Interested candidates should send their CV and covering letter to IOMCameroonApplication@iom.int no later than 23:59 on 07 April 2024 with the e-mail subject "FIN ASST G4 VAC". Only applications that comply with the above guidelines will be considered.

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

Only shortlisted candidates will be contacted, upon invitation for a written test and/or final interview.

Engagement is subject to confirmation of funding. Employment is subject to a medical certificate and a residence and security permit.