



POST DESCRIPTION

SECTION 1

Position Information

Position Title	Senior Finance Assistant
Position Grade	G-7
Duty Station	Yaoundé, Cameroon
Position Number	20048199
Job Family	Administration and Finance
Organizational Unit	10013026
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Reports directly to	Finance Officer
Number of Direct Reports	3

SECTION 2

Organizational Context and Scope

Under the overall supervision of the Chief of Mission, the Resource Management Officer (RMO) in Cameroon and, the direct supervision of the Finance Officer (FO); and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the resources management functions in Yaoundé's Office.

SECTION 3

Responsibilities and Accountabilities

1. Provide procedural guidance to managers and staff; supervise, guide and train other finance support staff;
2. Prepare budget, accounting, financial, statistical reports and other reports as required

3. Manage financial resources through monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations;
4. Provide specialized advice and support to Project Managers and/or Chief of Missions/Head of Office/Head of Sub-office on financial and administrative matters;
5. Prepare annual budget submission and revisions including estimating the cost of staff as well as rental and utilities, office equipment and supplies, printing, and other contracts, services or running expenses;
6. Monitor compliance with financial policies, procedures, rules and regulations;
7. Consolidate data into financial statements and assist in monitoring expenditures to ensure they remain within authorized levels;
8. Provide regular and ad hoc financial information to support informed financial decision making;
9. Assist monitoring that bank reconciliations for IOM accounts are regularly performed and reviewed by designated stakeholders;
10. Manage and prepare the payroll by executing validity checks on monthly payroll results;
11. Ensure that disbursements are made based on proper authorizations and supported by legitimate and sufficient documentation;
12. Prepare draft responses or respond to audit queries and follow up on audit recommendations;
13. Review the status and monitor the proper maintenance of Vendor Accounts in accounting system;
14. Verify vendor claims for accuracy and conformance with IOM finance policies and instructions; and,
15. Perform other related duties as required.

SECTION 4

Required Qualifications and Experience

EDUCATION

- High School diploma with seven years of relevant experience; or,
- Bachelor's degree in Business Administration, Accounting, Finances, or related field with five years of relevant professional experience.
- Master of Business Administration (MBA) in a related field is an advantage.

EXPERIENCE

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage;
- Minimum five (05) years' relevant experience in the above listed field;
- At least two (02) years' experience working with refugees/migrants;
- Demonstrated accuracy in handling and reporting data;
- Previous supervisory experience is required;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,

- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

SKILLS

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization;
- IOM's Financial Management Rules and Procedures (FMRP) and;
- Knowledge of UN and bilateral donor programming and reporting.

SECTION 5

Languages

REQUIRED

For all applicants, fluency in English and French is required (oral and written).

SECTION 6

Competencies¹

■ 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 I.

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

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

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.

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

---- If direct reports (10th row above) for PAS is greater than zero, then the managerial competencies below are inserted. ----

MANAGERIAL COMPETENCIES - Behavioural indicators – level 2.

Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.

Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty. **Strategic thinking**

and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

SECTION 7

How to apply

Interested applicants should send their files including CV and cover letter to the attention of the Chief of mission at IOMCameroonApplication@iom.int by 23h59 on 10 January 2024 with the subject of the email being **“Application Senior Finance Assistant”**.

Only applications that respect the above guidelines will be considered.

Only shortlisted candidates will be contacted, on invitation to a written test before a final interview.