



<b>Job title</b>	Accountant
<b>Department /Field of experience</b>	Accounting and finance management.
<b>Role type</b>	National
<b>Travel involved</b>	In-country
<b>Duty post</b>	Kumba
<b>Length of Contract</b>	12 months
<b>Salary</b>	Competitive

### Job Description/Scope of work

The account officer supervises all aspects of the accounting functions and maintain accounting records of the projects of AMEF accordingly. Process all cash transactions and payments. Be responsible for all cost control functions of AMEF.

### Responsibilities

- Maintain all accounts payable reports, spreadsheets, and corporate account payable files.
- Prepare bills and maintaining billing records.
- Prepare all documents necessary for assessment.
- Data entry of all expenditures and keep them up to date.
- Prepare monthly payroll and pay slip for all staffs.
- Check all daily expenses and works closely with the finance manager.
- Conduct product presentation and orientation.
- Prepare budgeting control and funding requirements of the organization.
- Analyze and reconcile all account balances-general ledger.

### Qualifications/competence

- a.) Must have a degree in accounting and other related business course.
- b.) Good knowledge of Microsoft office (word, Excel and power point).
- c.) Excellent interpersonal and communication skills.
- d.) 2 to 3 years accounting and other related managerial experiences.
- e.) Fluent in English and French.
- f.) Positive work attitude and able to work under pressure.

All positions are fully open for one year with possibility of renewal based on available funds Send your CV and cover letter to [human\\_r@ameffoundation.org](mailto:human_r@ameffoundation.org). The subject should be the **position you are applying for. Deadline for application 20<sup>th</sup> January 2021.**

Thank you in advanced for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow up. If you have not been contacted **two (2) days** after the deadline, consider your application unsuccessful.