



# AIMS

African Institute for  
Mathematical Sciences  
**CAMEROON**

AIMS – Cameroon  
Limbe, Crystal Gardens, South-West Region  
P.O. Box 608 Limbe, Cameroon

## AIMS-CAMEROON IS HIRING

**JOB PROFILE:** Bilingual Finance Officer– 2 years

**AIMS-Cameroon Center, Limbe – Cameroon**

**Title:** Bilingual Finance Officer

**Reports to:** Finance and Human Resource Manager (FHRM), AIMS – Cameroon

**Status:** 2-year full time contract

**Duty Station:** Limbe / Cameroon

The African Institute For Mathematical Sciences seeks to hire a bilingual Finance officer for a two-year contract who will work under the supervision of the Finance and Human Resource Manager who performs all aspects of accounting and financial requirements in compliance with organizational financial policies, as well as statutory financial requirements, including cash flow management and cash flow forecasting; drafting of weekly, monthly & annual accounting reports or schedules; and asset inventory reporting.

### RESPONSIBILITIES:

- **Financial Management**

- Ensure compliance with organizational financial policies as well as statutory financial requirements.
- Assist the FHRM in the preparation of monthly and annual financial reports
- Assist the FHRM in Managing the budget: this includes forecasting future income and expenses, creating budgets and balance sheets, and ensuring that spending is within budget limits.
- Support in the execution of general accounting and financial transactions
- Ensuring compliance with financial regulations and laws
- Any other tasks which are necessary to further the work of the Center's financial management.
- Liaise with relevant program and support staff on the management of issues that include: preparing monthly, quarterly, and annual expenditure plans



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- **Cash Flow Management**

- Assist the FHRM in the operations of the Center's bank accounts and contribute to the efficient management of the Center's funds.
- Assist in the disbursement of cash expenditures and collect financial documentation with regards to expenditures
- Assist the line manager during the preparation of timely reports for submission to the Chief Operating Officer and Network Finance Director ensuring compliance with regards to procurement guidelines and policies.
- Forecast cash flow requirements and, in consultation with the line manager, request transfers to meet cash needs based on the approved budgets
- Ensure accurate financial data entry and filing.
- Keep track of the general balances.

- **Annual accounts & Financial Statements**

- Assist the line manager in the implementation of any recommendation(s) that are suggested in the audit report or management letter
- Prepare the draft of annual statutory accounts and make sure they are in accordance with local and international accounting standards.

- **Asset Management**

- Create and support the maintenance of information on warranties, leases, maintenance, and software contract and licenses.
- Report on asset inventory and management including depreciation of key capital items.
- Perform such duties as assigned by the employer from time to time.

Perform any other work assigned from time to time without payment of additional remuneration over and above the duties associated with this position and the undertakings above.

## **COMPETENCIES AND OTHER REQUIREMENTS:**

- Bachelor's degree in accounting/finance. Having completed part or all the examinations of any recognized Association of Chartered Accountants will be an advantage
- Hands-on experience with regulatory requirements, with particular knowledge of non-profit nuances and SYSCOHADA specificity.



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- Computer literate with the ability to learn new software applications. Good knowledge of MS Excel, and experience with accounting software such as Sage ERP
- Bilingual (French and English) required.
- Must be self-directed and able to maintain attention to detail and meet deadlines while juggling multiple assignments in a fast-paced environment. Ability to organize and prioritize effectively, and to work under time constraints with discretion and mature judgment.
- Must have the ability to work well with others, with solid verbal and written communication skills
- Strong relationship management skills to effectively operate in a matrix work environment
- Enthusiasm to work in a culturally diverse organization

## **Are you ready to be part of the transformation of Mathematical Science Education in Cameroon?**

Submit your letter of motivation, including salary expectations together with a detailed CV to: [careers@aims-cameroon.org](mailto:careers@aims-cameroon.org) (Please quote “**Finance officer AIMS-Cameroon**” in the subject line). Applications will be accepted until **28 February 2023**.

Should no feedback be received from AIMS within four weeks of your submission, kindly accept that your application will not be further pursued. AIMS-Cameroon reserves the right not to make an appointment at its sole discretion.-