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SERVICES DU CONTRÔLE SUPERIEUR DE L'ETAT
SUPREME STATE AUDIT OFFICE



SECRETARIAT GENERAL DE L'AFROSAI

AFROSAI GENERAL SECRETARIAT

**RECRUITMENT OF AN ACCOUNTANT WITHIN
THE GENERAL SECRETARIAT OF THE AFRICAN
ORGANIZATION OF THE SUPREME AUDIT
INSTITUTIONS (AFROSAI)**

Type of Post: Accountant

Office: AFROSAI General Secretariat

The Minister Delegate at the Presidency of the Republic in charge of the Supreme State Audit Office, Secretary General of the African Organization of Supreme Audit Institutions (AFROSAI), informs the public that recruitment has been launched for the post of an accountant to serve in the AFROSAI General Secretariat for a period of at least five (05) years.

The selection process will involve both an assessment of the applicant by a jury and an interview for the short-listed candidates.

The Accountant's main responsibility will be to:

- ensure the keeping and preservation of books and records in an intelligible and simple manner;
- record current transactions;
- collect, coordinate and verify accounting data;
- prepare annual membership bills and draft reminders;
- make payments in the manner approved by the General Manager of SG / AFROSAI;
- ensure the control and monitoring of the bank account of the General Secretariat of AFROSAI;
- check the regularity of the supporting documents before any payment;
- hold the cash register in advance;
- provide the General Manager of SG / AFROSAI with the monthly bank reconciliation statement;
- carry out closing operations through the production of financial statements and the preparation of documents dedicated to tax administration and those in charge of social benefits;
- provide the auditors with all the accounting information necessary for the external audit;
- keep the register of fixed assets.

The candidate must:

- have at least GCE A/L Commercial (or a higher diploma in the field of accounting would be an asset);
- have at least three (03) years of working experience as an accountant;
- Have a perfect command of word processing software (Word), spreadsheet (Excel), PowerPoint (PPT);

- master an accounting software (SAGE, SAAR, Tom Pro);
- be at most 40 years of age;
- have knowledge of IPSAS Standards;
- be familiar with working in an international environment ;
- control the risks and opportunities in his area of expertise ;
- be diligent in producing financial statements ;
- know how to read, speak and write English and French (mastering both languages would be an asset).

1. be organized, discreet and critically minded;
2. have strong communication skills and abilities ;
3. have an empathic, nonjudgmental attitude that understands and appreciates social and cultural differences;
4. love to work in a team and think strategically;
5. be driven by the results and the desire to see the General Secretariat fully play its role as administrative body of AFROSAI;
6. have a good reputation in ethical and professional matters ;
7. have a respectful attitude towards his/her colleagues and external partners of the AFROSAI General Secretariat.

- to be employed full-time in the General Secretariat of AFROSAI;
- be willing to travel on a regular basis;
- salary, leave conditions and other benefits, depending on the contract.

The application must include the following documents:

- a stamped application addressed to the Minister Delegate at the Presidency of the Republic in charge of Supreme State Audit Office, Secretary General of AFROSAI;
- a letter of motivation addressed to the Minister Delegate at the Presidency of the Republic in charge of Supreme State Audit Office, Secretary General of AFROSAI;
- a signed and dated CV;
- a certified copy of birth certificate;
- a certified copy of the GCE A/L Commercial or equivalent ;
- a certified copy of any other higher education diploma in accounting, if applicable;

Potential candidates are invited to submit or send their applications on before the 29TH of March 2019 at 15:30 to the following address:

- Mail Service of MINDEL / CONSUPE, Building A, opposite the Supreme Court, Yaoundé.

