



## Finance & Admin Assistant

### ABOUT THE ROLE

<b>Role Title</b>	Finance and Administration Assistant
<b>Location</b>	Hybrid, office based in Yaounde, Cameroon
<b>Contract Type</b>	Consultancy
<b>Role Status</b>	Full time
<b>Day rate</b>	GBP£70 per day
<b>Reports to</b>	Head of Finance
<b>Contract Length</b>	1 Year, 222 working days

### Key Responsibilities

#### Payment Run Process – 40%

- Conducting a smooth and timely payment run process on bi-monthly basis
- Ensuring the process compliance with finance policy and assisting other staff to ensure that as well
- Checking for errors and liaising with senders, ensuring all the required documents/reports are attached and completed
- Overseeing WG's digital portals used for approvals & payments (Asana, Airtable, Coop)
- Record keeping and filing documents accurately
- Ensuring accurate expenditure allocation in accounting books
- Good understanding of budgets and multiple cost centres (fundings/donors)
- Liaising with external money remittance services
- Main focal point for all payment related queries

#### Data Entry & Bank Reconciliations – 25%

- Maintain the cash books and bank ledgers
- Regular data entry into WG system (Quickbooks) using double-entry bookkeeping system
- Ensuring correct budgetary allocations following WG budget
- Ensuring monthly closing of accounting books within agreed timelines
- Conducting monthly bank reconciliation process and extracting the reports
- Analysing monthly and quarterly financial statements (P&L, Balance sheet etc.)

#### Credit Control Management – 10%

- Maintaining individual suppliers accounts (associates/consultants, third parties)
- Monthly/quarterly Advance tracker reports for associates
- Analysing the creditors payments/balances
- Following up on outstanding balances
- Conducting an annual supplier review process

#### Income Recording and Funding Reconciliation – 10%

- Generate sales invoices on demand
- Record income correctly in books using unique WG codes
- Conduct a monthly funding reconciliation



- Liaise with funders/clients for pending payments
- Maintain an 'Income Sheet' to record all incoming payments for correct allocation

**Other Duties – 10%**

- Maintain and supervise WG inventory register
- Monitor annual leave for UK staff
- Monitor contracts list database for expiring & ongoing contracts with Associates & Consultants
- Provide logistic support to wider team on demand
- Assist HoF in annual audit process and quarterly management accounts
- Assist in any other admin tasks

<b>SKILLS AND EXPERIENCE</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>● Strong Excel skills. Good IT, written &amp; verbal communication skills.</li> <li>● English and French languages</li> <li>● Excellent organisational skills.</li> <li>● Ability to convey financial information to non-financial staff.</li> <li>● Strong team player.</li> <li>● Some experience of working on cloud-based accounting software (Quickbooks, Xero, Sage etc.)</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>● Previous experience of accounting or financial management</li> <li>● Experience of using Quickbooks Online</li> <li>● Ability to manage work in strict deadlines</li> <li>● Ability to do multitasking</li> </ul>

**Qualifications**

Any accounting qualification or studying towards ACCA/CIMA/ACA/AAT or another professional qualification or bachelor's degree, with certification in accounting

Well Grounded is an Equal Opportunities employer and welcomes applications from everyone.

**About you..**

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with our Values.

<b>WG Values</b>	<b>What we expect of the Finance &amp; Admin Assistant</b>
<b>Reliability</b>	Believes in Shared Governance philosophy and takes responsibility
<b>Integrity</b>	Demonstrate a high level of integrity in his/her personality



<b>Sovereignty</b>	
<b>Adaptability</b>	Ready to adapt to different cultures and working conditions