

**JOB DESCRIPTION**

**Position title**: (02) Accountants

**Reports to**: Director of Finance and Administration

1. **Mission of the Department:**

Supervises the financial and administrative operations of WWF WAMPO Country Office and West Africa Regional Marine Programme and its projects. Directs the development and implementation of policies and procedures on all accounting, administration, auditing, financial and budgeting activities and internal controls of the Programme Office, assuring adherence to guidelines developed by the Home Office.

1. **Major Duties and Responsibilities:** 
   * Control the accounting and financial documents before any payment including the Accounting
   * Imputation Vouchers and Bank Payment Vouchers.
   * Ensure timely reporting and communication on donor’s contract
   * Ensure that all the accounting and financial transactions in accordance with the FOM (Field Operational Manual) are recorded into the accounting software then filed in their own project folders.
   * Review the monthly bank reconciliations and proceed to corrections and adjustments of accounts if need be.
   * Record the annual Budget of different projects into the accounting software and ensure the budget monitoring.
   * Verify the « travel surrender » of the staff at the return travel and liquidate the advances.
   * Ensure that advance made to staff for travels, workshops and field activities are correctly justified
   * Ensure the conduct of internal and external audit mission and act as the focal point of followed recommendations.
   * Review the financial reports submitted by partners and third parties to WWF WAMPO.
   * Calculate standard cost recovery rates.
   * Accounts for cost recovery amounts in the accounting system and reports to donors.
   * Performs and documents analysis of cost recovery results against budget and prepares revisions as necessary.
   * Holds meetings with Project Managers to review current financial situation based on work plans.
   * Prepares and submits the draft of the Financial Reports.
   * Accruals for goods and services received, but not yet paid for.
   * Perform others duties with suppliers, partners, banks and others as required.
2. **Profile:**

**Required Qualifications**

* Advanced Degree in accounting or finance (minimum “Licence” or “Maitrise” )
* At least 3 years minimum of work experience as accountant in NGO with a good knowledge of NGO accounting system and software.

**Required Skills and Competencies**

* The position requires good written and spoken in French and English.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational need. The candidates could postulate by mail with the following address [recruitsenegal@wwfsenegal.org](mailto:recruitsenegal@wwfsenegal.org) or with the physical address of WWF WAMPO |Villa 9639 Sacre Coeur 3, Dakar (Senegal). The limiting date could be fixed on July 18, 2014.