



Foundation for Inclusive Education (FIED)

Reg. No 655/G.37/C.84/VOL11/SASC Motto: "Education for All"

VACANCY ANNOUNCEMENT:

Job Title: Finance Officer

Organization: Foundation for Inclusive Education (FIED)

Location: Federal Quarters Buea, SW Region Cameroon.

Job Type: Full-time

Job Description:

We are seeking a highly motivated and organized Finance Officer to join our team. The successful candidate will be responsible for providing financial and administrative support to our organization, ensuring effective management of our resources and ensuring compliance with organizational policies and procedures. RESPONSIBILITIES:

- Manage the organization's finances, including budgeting, accounting, and financial reporting,
- Ensure accurate and timely financial reporting to stakeholders,
- Prepare and submit financial reports to donors and other relevant parties,
- Conduct financial analysis and provide recommendations for improving financial performance,
- Maintain accurate and up-to-date financial records and documents,
- Assist in the preparation of grants and proposals,
- Coordinate with other departments to ensure effective use of resources,
- Provide administrative support to the organization, including answering phones, responding to emails, and performing other administrative tasks.

Requirements:

- HND/ BSC. in Accounting, Finance, or a related field,
- At least 2 years of experience in accounting and finance, preferably in a nonprofit Organization
- Strong knowledge of accounting and financial management principles and practices



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- Excellent analytical and problem-solving skills
- Strong attention to detail and ability to work accurately
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office, particularly Excel

What do we offer

- Immediate incorporation in a young dynamic and passionate team.
- You will become an account and Finance expert within the NGO space.
- You will acquire expertise in implementing projects at national level and be part of proposals development under the coordination of senior experts in the organization.
- You will introduce to our dynamic team, develop your skills as well as joint the ongoing workflow your own ideas, falling under the fields of expertise of the organization.
- Opportunity to grow professionally and personally in the organization to become a senior Finance and Administrative Officer. We offer you an ambitious career plan.
- Working hours are from 8 am until 4:30 pm from Monday to Friday.
- Holidays: 18 working days per year to be split during the year following company's policies.
- Subsistence costs covered during travel.
- Note that the wage will be discussed according to the candidate experience during the interview.

Selection process

The selection process will have 3 phases:

- Assessment of Applications.
- Rounds of Interviews.
- Final Decision.

Application Deadline

To apply, please, you can do it by writing directly to this function mailbox:

admin@ffiedu.org or visit the head office in Buea before the **13th of September 2024**

Useful information: Before applying, you should carefully check whether you meet all the eligibility criteria.



Nkegoah Ebenexer
Executive Director (F.I.E.D)