

Job Responsibilities:

Under the supervision of the National Finance Officer and overall supervision of the Head of Administration and Finance, the following are the key deliverables.

- Manage and respond to all tax-related requests and inquiries received from the Direction Générale des Impôts (DGI).
- Retrieve and download from Informations Tracking Systems (ITS) all paid invoices and the corresponding payment advice from the WINGS system for the period January 2025 to December 2026.
- Ensure that all invoices submitted to the Accounts Payable Unit are forwarded to the respective spending units within one day of receipt.
- Serve as backup Petty Cash Custodian whenever required to ensure continuity of operations.
- Verify vendor claims, advances, and other receivables, while ensuring compliance with applicable procurement procedures, to facilitate timely supplier payments in accordance with WFP financial policies and regulations.
- Assist in gathering and consolidating information from various sources for the preparation of budget, accounting, financial, and statistical reports.
- Retrieve, format, and validate data from financial management systems, promptly identifying and escalating any discrepancies or inaccuracies to the supervisor and following up on corrective actions.
- Perform administrative tasks related to the monitoring and recording of fixed assets, fuel consumption, and expenditures on vehicle and generator spare parts, ensuring that relevant databases remain accurate and up to date.
- Maintain the web-based tracking system for invoices and payment transfers, ensuring that all supporting documentation is properly recorded, filed, and retained in compliance with WFP standards and procedures.
- Monitor and record expenditures against approved budgets to ensure accurate cost allocation and the timely processing of payments to suppliers, cash grant recipients, and other service providers.
- Provide guidance, coaching, and on-the-job training to support staff to promote consistent service delivery and adherence to required standards and procedures.

DESIRED EXPERIENCE

Has experience collecting and monitoring financial data on projects and programmes, assessing financial health and status, and reporting findings to senior leaders.

STANDARD MINIMUM ACADEMIC QUALIFICATIONS:

Education: Completion of secondary school education. A post-secondary certificate in the related functional area is desirable.

Language: Fluency (level C) in English and French language.

Terms & Conditions

Position: Finance Assistant
Contract: Special Service Agreement
Grade : SSA5
Duration: 06 months
Location: Yaounde - Cameroon
WFP LEADERSHIP FRAMEWORK

WFP Leadership Framework guides to the common standards of behavior that guide HOW we work together to accomplish our mission.

[Click here to access WFP Leadership Framework](#)

REASONABLE ACCOMMODATION

WFP is committed to supporting individuals with disabilities by providing reasonable accommodations throughout the recruitment process. If you require a reasonable accommodation, please contact: global.inclusion@wfp.org

NO FEE DISCLAIMER

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REMINDERS BEFORE YOU SUBMIT YOUR APPLICATION

- All applications must be submitted exclusively through our online recruiting system. We do not consider CVs or applications sent by email, LinkedIn, or any other channel.
- We strongly recommend that your Workday profile is accurate and complete, and that all sections are filled in, including your employment history, academic qualifications, language skills, and UN grade (if applicable). Once your profile is completed, please apply, and submit your application.
- If you experience technical issues while submitting your application, you may contact us at global.hrrecruitment@wfp.org. Please note that this email is **only** for technical issues with an application - **unsolicited applications or documents sent to this inbox will not receive a reply.**
- At the application stage, the only required documents are your CV and Cover Letter. Additional documents (passport, certificates, recommendation letters, etc.) may be requested later in the process.

- Only shortlisted candidates will be contacted and invited to proceed to the next stage of the recruitment process.