Accountant (01)



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Job Summary

Vacancy : 1
Deadline : Nov 30, 2026
Published : Nov 17, 2026
Employment Status : Full Time
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

Global Health Systems Solutions (GHSS) is a non- governmental and not-for-profit organization dedicated to seeking innovative solutions to strengthen health systems in developing countries for effective service delivery and surveillance of infectious, non-infectious, and neglected tropical diseases. We focus on four key areas: strengthening laboratory systems, services, and network for efficient health care delivery, strengthening disease surveillance systems and facilitating health care delivery programs, conducting operational research to inform health decisions for better patient outcomes, and empowering youths in Cameroon. Our major collaborators include Ministries of Health, World Health Organization (WHO), United States Centers for Disease Control and Prevention, Africa Centers for Disease Control, Mastercard Foundation, and several bilateral organizations. **Purpose of the role** To strengthen its operational capacities for implementing a program aimed at empowering youths in Cameroon, GHSS is currently seeking an outstanding, qualified, and experienced Accountant to support effective budget tracking, disbursements, and accountability. **Primary duties and responsibilities** Under the guidance and supervision of the Finance Director, the Accountant will: Collect and analyse all accounting information from all accounting activities of the company (payroll, purchases, receipts of funds, disbursements of funds, etc; Prepare journal entries (vouchers) periodically using the chart of accounts; Keep a register for all journal vouchers and posts journal entries to the general ledger; Maintain books of primary entry; Maintain and reconciles subsidiary accounts; File all accounting documents on a regular basis; Carry out periodic cash counts, prepares certificates and reconciles to the GL; Carry out weekly reconciliations of third-party accounts; Extract monthly trial balances, prepare monthly bank reconciliation statements and investigate reconciling items; Monitor the implementation of the accounting manuals and procedures and ensure adherence to the budget; Ensure implementation of recommendations of internal and external audits; Fully be responsible for the quality and the respect of deadlines regarding any reports and schedules to donors; Ensure proper and valid justifications are provided for cash advances; Report weekly expenditure analysis to the Finance Director and Executive Director; Prepare weekly work plans and activity reports; Propose new methods to improve work efficiency, simplify operations, and modify habits to achieve a goal; Improve competencies through: appraisal and training according to the policy and procedures of GHSS. **Languages** - Proficiency in written and spoken English - Working proficiency in French, with the ability to communicate effectively in routine professional settings. **Submission of application** Interested and qualified candidates should submit a complete file containing, an application, a motivation letter, a curriculum vitae, and copies of the required academic/professional qualifications/certificates to the following address: **recruitment@ghsscm.org** *specifying the job title* **NB: Applicant's curriculum vitae should be either in Word format or in PDF. Scanned copies and JPGs will be rejected.** ***Deadline for submission of application: November 30, 2026. - We strongly welcome early applications. Consideration will be given to candidates who submitted a complete application file on time. - Only selected candidates will be contacted for interviews. - If you have not been contacted fifteen (15) days after closing, consider your application unsuccessful.***

Education & Experience

- Bachelor's degree in Finance, Accounting, or related field. - At least 3 years of work experience in financial management, accounting, or project finance. - Experience working with NGOs, Government agencies, or international organizations will equally be considered as an asset; - A Master's degree in Accounting or an ACCA certificate will be an added advantage. - Proven mastery of the OHADA Accounting System for Non-Profit Entities (SYCEBNL), including its applicable accounting principles, standards and reporting requirements. - Be current with financial regulations and accepted practices; participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations;

Must Have

- Proficiency in Microsoft Office (Excel, Word) and accounting software; familiarity with financial analysis tools is an advantage. - Perfect mastery of the chart of accounts; - Strong attention to detail with excellent organizational and documentation skills. - Effective communication and interpersonal skills to work with regional teams, beneficiaries, and stakeholders.

Educational Requirements

Compensation & Other Benefits