WWF together possible.

The World Wide Fund for Nature (WWF) Cameroon is looking for an Accounting Intern

Want to make a positive difference to the future of people and our one shared home, the Earth?
Working with WWF could be the opportunity of a lifetime:

All around the world, people are waking up to the deepening crisis of nature loss. A growing realization that nature is our life-support system and that nobody will be spared from the impacts of its loss. Here at WWF, we are helping to tackle this enormous global challenge.

Our staff come from hugely diverse backgrounds and bring a variety of expertise, ranging from People and Culture and Finance to Policy, Advocacy, and Conservation Science, among others. We welcome applications from anyone who believes they can help us create a better future for people and wildlife and are passionate about curbing or reversing nature loss.

What we do:

We are an independent conservation organization, striving to sustain the natural world for the benefit of people and wildlife. From individuals and communities to business and government, we are part of a growing coalition calling on world leaders to set nature on the path to recovery by 2030. Together, we seek to protect and restore natural habitats, stop the mass extinction of wildlife, and make the way we produce and consume sustainable.

For our Cameroon Country Office, we are looking for a dynamic and committed **Accounting Intern.**

Reports to: **Head of Accounting**
Supervises: **n/a**
Location: **Yaounde**
Duration: **six (06) months**

Major Functions

Employees in this role are responsible for processing, reviewing, reconciling, and maintaining a wide range of accounting documents, including invoices, programme billings, employee reimbursements, cash receipts, vendor statements, and journal vouchers. The role involves reviewing and coding financial information; preparing and processing documents for fund disbursements and deposits; generating reports; verifying information for accuracy and completeness; and maintaining financial records. Work is carried out through the application of accounting principles and terminology, utilizing spreadsheets and automated accounting systems.

The Intern performs a variety of accounting assignments while gaining practical experience and developing an understanding of the methods, processes, procedures, and systems associated with accounting operations.

Major Duties and Responsibilities:

General Accounting

- Enter, update, and/or retrieve accounting data from automated systems,
- Assign codes to data;
- File and/or remove records and reports;
- Ensure data is processed in OL daily
- Reply to Vendor claim and take actions when required;
- Prepare necessary receipts and journal vouchers;
- Record accounting data accurately and timely in the accounting system-OL
- Assist in the preparation of workshop budget, accounting, financial reports, statistical reports and other reports as required;
- Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.
- Ensure that accounts are received in head office as per set reporting calendar
- Put together all justifications and review for completeness
- Make sure that all financial transactions are carried out and recorded in accordance with WWF standard financial procedures and in adherence with donor's requirements

- Reception, verification and validation of accounting documents
- Prepare all requests for payments and ensure proper justification of expenses
- Contribute to all external and internal audits with auditors concerned
- Perform other related duties as required.

OL responsibilities Accounting intern: AP user

- Their role and responsibilities are general accounting and the accounting intern will be AP user.

Profile:

Required Qualifications:

- Degree in Accounting/finance or a related field is required;
- At least One (1) year of professional experience in financial accounting,
- Proficiency in the use of MS Office applications, particularly advanced level in MS excel is required;
- Experience in using ERP system is highly desirable.

Required Skills and Competencies:

Some knowledge in the area listed below is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

- Knowledge of accounting and bookkeeping terminology and practices;
- Knowledge of automated accounting systems
- Knowledge of spreadsheets and database software;
- Knowledge of general record keeping and filing systems;
- Ability to understand and apply current accounting guidelines,
- High ethics and a personal commitment to transparency and accountability;
- Adherence to WWF's values, **Courage, Respect, Integrity and Collaboration.**

WWF's Values & behaviors:

- Able to demonstrate WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.
- Aligns and identifies with the core values of the WWF organization: Courage, Integrity, Respect and Collaboration.

Working Relationships

Internal - Interacts regularly with CCPO Finance staff, Finance and Administrative Manager, WWF Cameroon staffs.

External - n/a.

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 needs.

How to apply:

1) Follow the link: https://cameroon.panda.org/apply_to_a_job/apply_to_a_job/ **(with a computer, please do not use a mobile phone)**
2) Choose the job **J231 – Accounting Intern**
3) Answer to the questionnaire
4) After filling the questionnaire, send your CV and cover letter via the email address **recruit-cam@wwfcam.org. Please mention your name and the job reference in the email subject line. Example: Accounting Intern - J231 - Balla**

Deadline for applications: **10 November 2026**.

Thank you in advance for your interest in this position. Please note that only candidates for serious consideration will be contacted for follow-up. If you have not been contacted, consider your application unsuccessful.

WWF is an equal opportunity employer, committed to building a diverse and inclusive workforce. We encourage applications from all qualified individuals, regardless of gender, race, religion, experience, or background.

The publication of any job, consultancy or service provider opportunity and any subsequent communications, interviews, or discussions does not constitute a binding commitment by WWF. No contractual or financial obligation shall arise on the part of WWF until a formal written contract has been duly signed by both Parties following completion of the selection process.

All stages of this process remain part of the negotiation phase and are subject to WWF's internal validation and administrative approvals. WWF reserves the right, where necessary, to modify, postpone, or cancel the process at any stage prior to formal engagement, without incurring any liability toward applicants or third parties