

Volunteering **MANAGEMENT CONTROL/FINANCE**

CAMELEON is an international solidarity association that has been developing a global approach for 20 years to act on the causes and effects of sexual violence against children and adolescents, serving primarily in the Philippines and in France.

*To integrate CAMELEON as a volunteer is to take part in a **solidarity and convivial adventure** for the benefit of abused and disadvantaged children.*

THE ASSIGNMENT

In collaboration with the general management and the chartered accountant of the association

- Create project and budget management charts (effectiveness and efficiency of operations) managed by the association
- Propose and implement indicators to improve the monitoring of the association's projects and evaluate the profitability of the interventions
- Establish analytical monitoring of activities using data from a database
- "Prodon"
- Establish budget management/process tools (schedule and instructions): measure the impact of target values on quarterly and annual operating results
- Issuance of tax receipts for private donors and patrons
- Monitoring of CAMELEON branch accounts (Switzerland, Luxembourg, Philippines)
- Standardize the branch accounts in cooperation with the financial teams of the different CAMELEON entities, to prepare for the consolidation of the accounts with a common external auditor (Statutory Auditor)
- Work closely with the team and board members for the purpose of labeling IDEAS: definition of accounting and financial procedures; risk mapping.

CRITERIA

Regular commitment that requires availability one to two days per week at the Paris office (15th arrondissement) or occasionally remotely for 18 to 24 months with the objective to begin labeling IDEAS starting in January 2019.

PROFILE

You are retired and/or currently working in management control with a sound knowledge of general accounting and financial auditing. You are proficient in Excel and English. If you are interested in humanitarian work and want to make the most of your skills and know-how, then contact us:

01 43 22 35 92 or **benevoles@cameleon-association.org**