BizBook
FIELDHEALTH AFRICA

JOB ADVERT · BB-04 ACCOUNTANT

Accountant

Keep the books right for a young software company with entities in Cameroon and the United States.

POSITIONS	LOCATION	TYPE	REPORTS TO	STARTS
1, individual or firm	Buea or Limbe, part remote	Part-time retainer, about four days a month	Managing Director	Before 31 December 2026

About BizBook

BizBook is a point of sale, inventory and invoicing app for small merchants in Cameroon and across Africa. It runs entirely on the phone with no internet connection, prints receipts over Bluetooth, records mobile money properly, reads supplier invoices with AI and hides the owner's margins from staff. It was built first for a pharmacy in Mamfe and now serves six kinds of business. It is live on Google Play in ten languages, with 2,810 installs and eleven merchant reviews averaging 4.9 stars.

BizBook is made by FieldHealth Africa, the trading name of Bery Health & Supplies SARL, registered in Buea. We are a small team, and every person we hire will see directly what their work changes.

About the role

The company has two legal entities. Bery Health & Supplies SARL is registered in Buea and pays tax at CFLP Buea. Bery Health and Supplies LLC is a Wyoming company owned by a non-US resident. Both close their first financial year on 31 December 2026.

Investors will receive a one-page financial report every month. You make sure every number in it is right, every filing in both countries is on time, and the founder never has to worry about either.

What you will do

Cameroon

- Keep the SARL's books under the OHADA accounting system.
- Prepare and file tax returns with the DGI.
- Run monthly payments to staff and contractors, with the correct deductions.

United States

- Prepare the LLC's Form 5472 and pro-forma Form 1120 for 2026, working with a US preparer if needed.
- Track the Wyoming annual report and registered agent renewals.

Reporting and control

- Reconcile mobile money, Google Play and bank receipts every month.
- Track costs in dollars and francs, and the exchange difference.
- Produce the monthly investor report: revenue, costs, cash and runway.
- Keep the share register and equity records once they are set up.

WHAT THE WORK LOOKS LIKE

Expect about four days of work a month: two at month end for reconciliation and reporting, and the rest spread across filings, payments and questions from the founder. Busier around year end and filing deadlines.

What you need

Essential

- A recognised accounting qualification, or equivalent experience
- Good working knowledge of OHADA accounting
- At least three years handling tax filings for small Cameroonian companies
- Comfortable with accounting software and spreadsheets

Nice to have

- Experience with US company filings or foreign-owned businesses
- Experience with a technology or subscription business
- English and French

What we offer

- A monthly retainer, agreed in writing
- A clear, fixed scope so you can plan your time
- Access to the company's systems and records from day one
- The chance to grow the engagement as the company grows

Pay is discussed at interview and stated in writing in every offer.

YOUR FIRST 90 DAYS

By day 30 the books are up to date and the first monthly report is out. By day 60 all reconciliations run on a fixed monthly routine. By day 90 the year-end filings for both entities are planned, with nothing left to chance. A missed Form 5472 carries a USD 25,000 penalty.

How to apply

WHAT TO SEND	WHERE AND WHEN
Your CV or firm profile, your qualifications, and your proposed monthly fee for the scope described here.	Email careers@fieldhealthafrica.org with the subject line "BB-04 Accountant". Closing date: Saturday 10 October 2026. We interview as applications arrive, so selection may close earlier. Apply early.

What happens next

1. We review applications as they arrive and invite shortlisted candidates to interview straight away. Everyone hears back, at the latest within two weeks of 10 October.
2. A conversation with the Managing Director.
3. A short review of the company's current records, with your written observations.
4. A written engagement letter.

We welcome applications from women, from candidates outside the big cities, and from people who have run a shop themselves. We never ask candidates to pay anything at any stage. If anyone does, it is not us.

Run your whole business from one phone. Even offline.

Bery Health & Supplies SARL · RC/BUA/2026/B/0220 · Molyko, Buea, South West Region