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**External Publication of Job Posting**

**50185306**

**Job Posting Title**

Assistant Accountant (Local)

**Start Date**

08.02.2017

**End Date**

10.03.2017

**Reference Code**

DREA201702083

**Job Title**

Assistant Accountant (Local)

**Organization**

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African states as well as developing a new partnership worldwide. Its Headquarters is located at Addis Ababa, capital city of Ethiopia.

**Department**

Job title: Assistant Accountant (Local)  
Grade: GSA5 step 5  
Supervisor: Senior Finance Officer Accounting  
Directorate: IBAR  
Duty Station: Nairobi - Kenya

**Tasks**

The position is based within the headquarters of the AU-IBAR with possible travel to REC member states. Under the supervision of the IBAR Finance and Administration Officer, the incumbent will perform the following tasks:

- Assist in the daily financial accounting of the project
- Assist in the preparation of budgets
- Liaise with procurement
- Verify all claims submitted by contractors and projects for approval, in compliance with the terms of the relevant contracts and budgets
- Prepare payments and reimbursement claims for approval with supporting documents as required by

African Union and donor standards by cheque, bank transfers or cash

- Conduct reconciliation of project bank accounts at the end of each month
- Process staff salaries, allowances, etc.
- Register all financial transactions in the accounting system and maintain accounting records according to agreed standards
- Facilitate the work of external and internal auditors.

#### Reporting

- Provide monthly detailed and summary accounts of expenditure as per agreed formats and standards
- Provide quarterly and annual financial reports as per AU and/or donor standards and formats.

### **Requirements**

#### 1. Qualifications and Work Experience Required:

##### Academic Qualification

- A University Bachelor Degree in Accounting, Finance or Business Management. Candidates must have at least 5 years of work experience in accounts or finance.
- Accounting/finance Certification is a plus like ACCA, CPA, CIMA, ETC.

##### Knowledge, skills and abilities

- Work experience in accounting packages is an advantage. Work experience in SAP an advantage
- IPSAS knowledge is an added advantage
- Work experience in International organization is an advantage
- Excellent interpersonal skills and ability to organize and to work in a multicultural environment.
- Excellent computer skills; Microsoft Office, Internet Explorer, etc
- Good skills in planning and organization
- Good communication skills

#### 2. LANGUAGE REQUIREMENT:

Proficiency in one of the African Union working languages. Proficiency of one or several other working language (s) would be an added advantage.

#### 3. Tenure of Appointment

The appointment will be made on a fixed term contract for a period of one year, of which the first three months will be considered as a probationary period.

#### 4. Gender Mainstreaming

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

#### 5. Remuneration

The salary attached to the position is an annual lump-sum of US\$ 21,354.35 inclusive of all allowances for locally recruited staff

Applications must be made through the AUC E-recruitment Website.

<http://www.aucareers.org> not later than 10 March 2017.

Directorate of Administration and Human Resource Management

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be

amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

***Contract Type***

Short Term

***Employment Fraction***

Full-time

***Branch***

IBAR, Nairobi