



External Publication of Job Posting

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Job Posting Title

FINANCE OFFICER

Start Date

25.04.2017

End Date

25.05.2017

Reference Code

PSOD 008 03

Job Title

FINANCE OFFICER

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.

In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of its organizational structure and the filling of all vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the position of Finance Officer.

Department

Job title: Finance Officer

Grade: P2

Department: PBFA

Supervisor: Head of Peace Funds

Duty Station: Addis Ababa, Ethiopia

Number of Positions: 2

Tasks

Major Duties and Responsibilities

Under the supervision and guidance of the Head of Peace Funds, you shall perform the following duties and responsibilities:

- Reviewing and updating the status of the project funds;

- Preparing financial statements and maintaining financial records of contributions from donors and analyzing expenditures and balances relating to the transaction of the funds;
- Preparing financial statements on the utilization of funds;
- Assist in the preparation of budget of the PSD and the projects;
- Tracks the project funds, but does he track as well the performance report(s)
- Preparing quarterly financial report and undertaking the day-to-day accounting and financial management and support services for the projects and maintaining a database on accounting and financial information;
- Preparing end-of-year financial statement end of the financial statements
- Ensure proper maintenance of records of inventory of property and equipment;
- Performing any other task that may be assigned by the Head of Peace Funds.

Requirements

1. Qualifications and Work Experience Required:

Academic Qualification

University Bachelor Degree in Accounting or Business Management from a recognized University or equivalent educational institution and a minimum of 3 years of progressively responsible experience in accounting, budgeting, auditing or related area.

Applicants with University Diploma in Accounting or Business Management would be considered provided they have 5 years of relevant working experience in financial accounting and reporting functions.

Professional Qualification

ACCA, SIMA, CPA or Professional qualification is an advantage

Professional Experience required

Strong knowledge of International Public Sector Accounting Standards (IPSAS) or International Financial Reporting Standards (IFRS) is required.

Knowledge, skills and abilities

- Excellent interpersonal skills and ability to organize and motivate others and to work in a multicultural environment.
- Previous international experience is an advantage
- Excellent computer skills; Microsoft Office, Internet Explorer, etc. ;
- Work experience in accounting packages, SAP, Quickbooks is an advantage
- Good skills in planning and organization
- Good negotiation skills, good communication and presentation skills
- Proficiency in two African Union languages is required and one of them must be either English or French.

2. Language Requirement:

Proficiency in one of the African Union working languages, proficiency of two or more in other of one or several other working language(s) would be an added value.

3. Tenure of Appointment:

The appointment will be made on a fixed term contract for a period of One years, of with three month will be considered as a probationary period. Thereafter, the contract will be renewable, subject to satisfactory performance, deliverables and funding availability.

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 a fixed annual lump sum of US\$ 72,033.93 (P2 Step 5) inclusive of all allowances for internationally recruited staff and US\$ 60,430.34 inclusive of all allowances for locally recruited staff.

How to Apply Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 25 May 2017.

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

Headquarters