



External Publication of Job Posting

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Job Posting Title

ASSISTANT ACCOUNTANT

Start Date

12.10.2017

End Date

13.11.2017

Reference Code

AAIBAR03

Job Title

ASSISTANT ACCOUNTANT

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 in Addis Ababa, capital city of Ethiopia.

In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of new organization structure and the filling of regular and short-term vacant posts.

The Interafrican Bureau for Animal Resources (IBAR) is an African Union Institution under its Department of Rural Economy and Agriculture, and located in Nairobi, Kenya, which is aimed to transform the African livestock sector for enhanced contribution to socio-economic development and equitable growth.

The Commission of the African Union invites applicants who are citizens of Member States for the regular post of Assistant Accountant in IBAR.

Department

POST

Job Title: Assistant Accountant
Grade: GSA5
Supervisor: Snr. Finance Officer, AU-IBAR
Duty Station: Nairobi, Kenya

Project

JOB DESCRIPTION SUMMARY

Under the supervision of the Senior Finance Officer the Assistant Accountant shall act as a support staff member within the finance department by performing accounting and payroll tasks for African Union.

Tasks

MAIN DUTIES AND RESPONSIBILITIES

- a) Accounting
 - i. Manage a complete financial function of the Mission which would include a number of different and diverse operations and inter-related accounts of the financial system;
 - ii. Process and verify all bank payment and ensure that the accompanying supporting documents are complete and accurate;
 - iii. Keep and update financial records of the office;
 - iv. Maintain updated Personnel data (staff contract, leave management, up-to-date personnel information...)
 - v. Maintain up to date files for service providers/contracts;
 - vi. Journalize monthly exchange difference and bank charges on the various payments effected through Foreign and Local bank accounts of the Mission;
 - vii. Adjust the local bank balance at the end of each month;
 - viii. Prepare bank reconciliations;
 - ix. Draft various correspondence related to financial and administrative matters and submit to the supervisor;
 - x. Prepare financial statements to be audited;
 - xi. Prepare Financial Reports for consideration of the AU Headquarters and Donors as well as the certification of general expenditures;
 - xii. Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained accurately;
 - xiii. Provide advice on financial and administrative policies, their application and related procedures for the office in accordance with the Financial Rules and Regulations, Staff Regulation and Rules and various circulars.
 - xiv. Provide advice and corrective actions in response to audits and other queries to ensure adherence to the Organization's Financial Rules and Regulations, Staff Rules as well as administrative instructions and circulars;
 - xv. Perform any other financial and administrative related duties as may be assigned by supervisors.

b) Payroll

- i. Maintaining payroll information by collecting, calculating, and entering data.
- ii. Updating payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- iii. Preparing reports by compiling summaries of earnings, taxes, deductions, leave, disability, and non-taxable wages.
- iv. Determining payroll liabilities by calculating employee salary, statutory and other legal deductions income and other compensation payments.
- v. Resolving payroll discrepancies by collecting and analyzing information.
- vi. Providing payroll information by answering questions and requests.
- vii. Maintaining payroll operations by following policies and procedures; reporting needed changes.
- viii. Maintaining employee confidence and protecting payroll operations by keeping information confidential.
- ix. Contributing to team effort by accomplishing related results as needed.

Requirements

1. QUALIFICATION AND WORK EXPERIENCE REQUIRED

Academic Qualification

- A Diploma in Accounting, Finance or Business Management
- Candidates must have at least 5 years of progressive work experience in accounts or finance.

Knowledge, skills and abilities

- Excellent interpersonal skills and ability to organize and motivate others and to work in a multicultural environment.
- Excellent computer skills; Microsoft Office, Internet Explorer, SAP, etc ;
- Work experience in accounting packages is an advantage
- Good skills in planning and organization
- Good negotiation skills, good communication and presentation skills

2. LANGUAGE REQUIREMENT:

Proficiency in one African Union language is required (English, French, Arab and Portugese). Proficiency in one additional language is an advantage.

3. TENURE OF APPOINTMENT

The appointment will be made on a regular term contract for a period of three (3) years, of which the first twelve (12) 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

Indicative basic salary for this position is US\$ 14,852 (GSA5 Step 1) per annum plus other related entitlements such as post adjustment (42% of basic salary), Housing allowance US\$13,248.00 (per annum), education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$7,800.00 per child per annum), etc. for internationally recruited staff of the Commission

6. HOW TO APPLY

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 13th NOVEMBER 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.

Directorate of Administration and Human Resource Management
African Union Commission
Addis Ababa, Ethiopia

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

IBAR, Nairobi