HEAD OF FINANCE AND ACCOUNTING IN AMISOM

Start Date
14.02.2020
End Date
16.03.2020

Reference Code
AMISOM/ 2020/ 003

Job Title
HEAD OF FINANCE AND ACCOUNTING in AMISOM

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 this objective, the African Union Commission (AUC) intends to strengthen its capacity to deliver by, among others, the implementation of its organizational structure and the filling of all vacant posts.

The African Union Commission invites applicants who are citizens of Member States for the position of HEAD OF FINANCE AND ACCOUNTING in AMISOM

Department
Title: Head of Finance and Accounting
Grade: P5
Immediate Supervisor: Special Representative of the Chairperson (SRCC)
Department: Directorate of Programming, Budget, Finance and Accounting (PBFA)
Duty Station: Mogadishu, Somalia
Number of Positions: 01

Project
1. Job Purpose
To facilitate the formulation and implementation of policies, strategies, and programmes in the area of financial services including budgeting, accounting, cash management, payments and contracts management in compliance with Financial procedures of the African Union.

**Tasks**

2. **Major Duties and Responsibilities**

Functionally the Head of Finance and Accounting in AMISOM will report to Director of PBFA through the Head of Peace and Security Finance and administratively he/she shall report to Head of Mission/ Special Representative of the Chairperson of the AU Commission (SRCC), the Head of Finance and Accounting will be responsible for the following duties.

**Project Financial Management**

i. Provide support and guidance to Finance Section on all areas of project financial management, including budgeting, monitoring, reporting and compliance with AU Financial Rules and Regulations;

ii. Oversee the preparation and review of proposed agreements/contracts with external parties.

**Financial planning, budgeting and reporting**

I. Provide advice to the SRCC and other staff on all financial matters. Including making recommendations for improving efficiency and optimizing the use of financial resources;

II. Participate and provide guidance in the annual planning and budgeting process to ensure allocation of expenditure to the appropriate fund and monitor proper budget utilization to ascertain that budget appropriations are not overspent;

III. Advise implementing partner organizations in accounting and reporting and other financial processes to ensure compliance with donor funding requirements;

IV. Ensure the provision of guidance, performance evaluation, supervision and mentoring to all administrative support and other staff in the areas of his/her responsibility.

**Accounting**

I. Process and verify all suppliers’ payments and ensure that the accompanying supporting documents are complete and accurate; Coordinate procurement process with Procurement officer that would ensure the project receives quality and efficient services in line with AU rules and procedures;

II. Ensure the implementation of administrative policies, and procedures that lead to efficient service delivery;

iii. Prepare Financial Reports / Statements for consideration of the AU Headquarters and Donors as well as the certification of general expenditures;

iv. Oversee and manage daily program-wide accounting and finance functions including timely recording of transactions, cash management, banking, payroll, inventory, receivables, and payables.

v. Ensure proper recording and recognition of the Mission Assets

**Financial control, risk management and compliance**

I. Ensure that an internal control framework is in place and that processes are in place to ensure compliance with AU established procedures.

**Requirements**

- Qualifications and Work Experience required:
A Master's Degree in Financial Management, Accounting, Business Administration or related field. Professional qualifications from a recognized Institute will be an additional Advantage.

A minimum of twelve (12) years of progressively working experience in the areas of Accounting, Financial management and Budgeting for Operations, administration and human resources management, of which seven (7) years should have been at managerial level.

Or

A Bachelor’s Degree in Financial Management, Accounting, Business Administration or related field. Professional qualifications from a recognized Institute will be an additional Advantage.

A minimum of fifteen (15) years of progressively working experience in the areas of Accounting, Financial management and Budgeting for Operations, administration and human resources management, of which five (5) years should have been at managerial level.

Professional certifications such as CPA, CA, ACCA, CIMA, CIA, etc. would be an added advantage.

4- Required skills and Competencies

Functional
- Good Strategic, Tactical and operational management
- Planning and organizational
- Good IT skills and competence in the use of standard and statistics software tools
- Excellent communication and negotiation skills
- Strong oral and written communication skills
- Conceptual Thinking: Good skills in conceptualization and coordination of national statistical development system (NSDS) and packages in data processing. Uses several analytical or creative techniques to break apart complex problems into component problems or issues. Draws on complex learned concepts when examining patterns or trends and recognizes underlying issues/implications of decisions or courses of action.
- Job Knowledge Sharing: Champions knowledge sharing to enable continuous learning and knowledge creation. Identifies opportunities to deliver value through improved information management.
- Drive for Result: Makes decisions, sets priorities or chooses goals on the basis of calculated inputs and outputs and analyzes for relevant departmental/ and or organizational outcomes.
- Foster Innovation: Improves performance by taking actions that may be unique, leading-edge or new to the organization/ department or directorate. Takes calculated risks in trying something new.

Personal abilities
- Ability to work effectively with people from various backgrounds and create an environment where diversity is respected
- Ability to work in the a multicultural environment
- Ability to collaborate and communicate effectively with all stakeholders
- Ability to identify key strategic opportunities and risks
- Ability to use strong managerial delegation, political tact and supervisory skills to achieve documented objectives
- Ability to deliver under tight deadlines and work well under pressure

Leadership
- Strategic Perspective: Is aware of the projected directions of trends (e.g., social, technological, etc.)
and how changes might impact the organization and continuously reviews and revises plan to address long-term issues and opportunities affecting the team.

- Developing others: - Supports the development of the team through performance management, coaching and feedback.
- Change Management: - Creates an environment that fosters change creativity in others and gains commitment for change from staff. Actively looks for opportunity in uncharted territory.
- Managing Risk: - Makes and implements decisions in ambiguous/ risky situations or where information is incomplete and outcome is unknown. Takes calculated risks in pursuing new and cutting-edge ideas that will enhance a project. Managing and heading complex operations is required; managing operations in emergency environment.

- Job Knowledge Sharing: - Fosters and enables a knowledge and information-rich culture through engaging with thought leaders within and outside the organization.
- Building Relationship: - Build and manage strategic partnerships with a results-oriented mind-set; establishes a broad network of contacts that enables the individual to gather information and encourage others to establish a chain of influence and utilize the strengths and abilities of stakeholders.
- Foster Accountability Culture: - Makes decisions, sets priorities or chooses goals on the basis of calculated inputs and outputs; makes explicit considerations of potential return-on investment or cost-benefit analysis of outcomes.
- Learning Orientation: - Promotes and role models ongoing learning and development through establishing mechanisms to facilitate and encourage knowledge sharing in the business area. Creates relevant on-the-job learning and stretch opportunities for people in the division.
- Communicating with impact: - Uses personal rather than positional power to influence and motivate others to achieve results even those over whom they have no line authority.
- Fosters Innovation: - Encourages creativity on the part of others by highlighting the benefits of innovation and change on the overall performance of the organization and/or the performance department/directorate.

Knowledge and understanding
- Excellent knowledge of workings of international organizations
- Good understanding of African Statistical System (AfSS)
- Working knowledge of Policy Analysis

Key competencies and skills required
- Experience in Budget preparation and analysis,
Experience in financial reporting preparation and presentation and the proven ability to translate technical financial data into informative reports.
- Strong knowledge of International Public Sector Accounting Standards (IPSAS) or International Financial Reporting Standards (IFRS) would be an added advantage;
- Excellent interpersonal and team building skills, ability to organize and motivate others as well as work in a multi-cultural environment;
- Excellent Financial and accounting reporting skills;
- Good communication and negotiating skills;
- Computer literacy and experience in working with computerized accounting systems standard spreadsheet, database programs. Knowledge of SAP would be an added advantage;
- Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills.

5- Language Requirement:

Applicants must be proficient in English or French. Advanced Knowledge of one more or several other working languages would be an added advantage.
6- Tenure of Appointment:

The Appointment will be made on a fixed-term contract for a period of one (1) year extendable up to the end of the mission, the first six (06) months of which shall be considered probationary period and thereafter the contract will be annually renewable, subject to good performance and deliverables.

7- Gender Mainstreaming:

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

8- Least Represented Countries

Candidates from the following least represented countries are encouraged to apply: Algeria, Angola, Cape Verde, Central African Rep., Comoros, Congo (DRC), Egypt, Equatorial Guinea, Eritrea, Eswatini, Ghana, Guinea, Libya, Madagascar, Mali, Morocco, Namibia, Saharawi Arab D.R., Sao Tome and Principe, Seychelles, Somalia, South Africa and South Sudan

9- Remuneration:

The salary attached to the position is a fixed monthly lump sum of US$ 14,472.72 (P5 step5) inclusive of all allowances for internationally recruited staff and US$ 10,651.97 inclusive of all allowances for locally recruited staff.

The applications must be made through the AUC E-recruitment Website http://www.aucareers.org not later than 16 March 2020.

Attach

• Detailed and updated curriculum vitae/resume including three (3) referees with good knowledge. Of candidate’s work, please, provide referees’ contact details – telephone and e-mail addresses.
• Copy of valid passport.
• Certified copies of educational qualifications – degrees, diplomas and certificates, where applicable (Not 4. More than 5 Documents in PDF Format, and not exceeding 1 MB).

Please be aware that only complete applications will be considered. • Please note that only shortlisted candidates will be contacted.

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**

Fixed Term Contract
Employment Fraction
Full-time

Branch
AU Liaison Offices – AMISOM