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**External Publication of Job Posting**

**50317346**

**Job Posting Title**

PRINCIPAL FINANCE OFFICER – TREASURY

**Start Date**

14.09.2017

**End Date**

14.09.2017

**Reference Code**

PFOT03

**Job Title**

PRINCIPAL FINANCE OFFICER – TREASURY

**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 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 a position of Principal Finance Officer – Treasury within the Department for Programming, Budgeting, Finance and Accounting of the African Union Commission.

**Department**

Post:

Job Title Principal Finance Officer - Treasury

Grade: P4

Unit: Financial Management Division

Supervisor: Head of Financial Management

Duty Station: Addis Ababa, Ethiopia

Number of Positions: One (1)

**Project**

Job Purpose:

To manage the day-to-day activities in treasury functions and ensure the financial obligations of the organization in relations to management of all aspect of cash flows and investments are met.

### **Tasks**

Major Duties and Responsibilities:

- Manage all aspects of In-house investment portfolios.
- Forecast daily cash requirements and execute daily financing decisions.
- Understand, manage, and supervise all aspects of cash flow.
- Direct, monitor and trade investment portfolios including Working capital, High-Yield, Escrow, and other portfolios.
- Manage long-term and short-term investment strategies.
- Determine the organization's goals and risk tolerance.
- Determine the organization's tax position and the applicability of taxable/non-taxable instruments.
- Assess risk/return trade-offs in guidelines.
- Assess performance benchmarks and recommend changes when warranted.
- Review and recommend changes to the investment policies based on the market conditions.
- Prepare or monitor AU's cash flow forecasts and perform financial modelling.
- Evaluate, develop and implement cash management systems to optimize efficiencies.
- Understand and manage appropriate accounting procedures and processes to meet the organization's needs
- Manage relationships with financial service providers.
- Monitor bank service fees and address quality issues.
- Determine procurement of funds and monitor investments and collections
- Conduct benchmark studies of banks and their services to evaluate whether it fits AU requirements.
- Meet with cash management banks to plan cash management vs. AU's needs.
- Manage, supervise, and develop capacities of the treasury team.
- Recommend, implement and maintain process improvements.
- Ensure that project/department milestones/goals are met and adhering to approved budgets.
- Manage subordinate staff in the day-to-day performance of their jobs
- Provide technical support projects as required.
- Support and participate in AU's Strategic Plan activities.
- Conduct additional duties as directed by supervisor.
- Perform other related tasks as may be assigned by the supervisors.

### **Requirements**

1. Educational Qualifications & Work Experience Required:

- University Master's Degree in Accounting or Finance with 7 years of experience out of which at least 5 years of relevant working experience as Principal Officer in Treasury. In addition, Certified Treasury Professional (CTP), Knowledge of investment portfolio Strategy, Banking & Financial Instruments, General knowledge of GAAP (Generally Accepted Accounting Principles) and SEC reporting requirements for investments and other financial instruments is mandatory

OR

- University Bachelor's Degree in Accounting or Finance with 12 years of experience out of which at least 5 years of relevant working experience as Principal Officer in Treasury. In addition, Certified Treasury Professional (CTP), Knowledge of investment portfolio Strategy, Banking & Financial Instruments, General knowledge of GAAP (Generally Accepted Accounting Principles) and SEC reporting requirements for investments and other financial instruments is mandatory

## 2. Required Skills and Competencies:

### Functional Skills:

- Attention to detail and accuracy.
- Advanced analytical, organization, and interpersonal skills.
- Advanced spreadsheet and modelling skills.
- Excellent collaboration, verbal and written communication skills.
- Demonstrated strong project management skills.
- Knowledge of treasury software expertise.
- Competent in standard software (Word, Excel, Access, and Power Point) and ERP systems (SAP)

### Personal Abilities:

- Able to break down problems into meaningful parts and come to rational and well-thought out conclusions.
- Interested in process improvement.
- Willing to adapt quickly to quick changes in direction.
- Internally motivated to seek out answers, generate ideas, and develop new skills.

### Knowledge and Understanding Required:

- Experience in handling technical accounting and auditing issues with sound knowledge of internal control
- Extensive experience in preparing cash forecasts and cash flow analyses.
- Experience in the preparation of financial schedules;
- Experience in building complex financial models to evaluate various financial plans.
- Experience in presenting and preparing proposals to recommend new products/services.
- Experience leading, coaching and developing staff.

## 3. Language Requirement:

Proficiency in one of the African Union working languages (Arabic, English, French and Portuguese) is required. Knowledge of one or more of the other AU working languages would be an added advantage.

## 4. Tenure of Appointment:

The appointment will be made on fixed term contract for a period of two (2) years, of which the first six months be considered as a probationary period. Thereafter, the contract may be renewed for a similar period subject to satisfactory performance, funding availability and agreed deliverables.

## 5. Equal Opportunities:

The African Union Commission is an equal opportunities employer. Qualified women are encouraged to apply.

## 6. Remuneration:

The indicative salary attached to the position is an annual lump-sum of US\$ 95,508.28 (P4 Step 5) inclusive of all allowances for internationally recruited staff, and US\$ 83902.99 inclusive of all allowances for locally recruited staff.

7. How to Apply:

Applications must reach the Commission not later than 15th October 2017 through the AU Commission's website <http://www.aucareers.org>.

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***

Headquarters