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**External Publication of Job Posting**

**50381382**

**Job Posting Title**

FINANCE OFFICER

**Start Date**

11.04.2018

**End Date**

15.05.2018

**Reference Code**

FOPPBFA03

**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 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 short-term position of Finance Officer.

**Department**

Post

Title: Finance Officer  
Grade: P2 (Step 5)  
Immediate Supervisor: Senior Finance Officer  
Department: PBFA  
Duty Station: Addis Ababa, Ethiopia  
Number of Positions: 01

## **Tasks**

### Major Duties and Responsibilities

Under the overall supervision of the Head of External Resources Management Division of the Directorate of Programming, Budgeting, Finance and Accounting of the African Union Commission, the Finance Officer will be responsible for the following duties:

- Assist in the development of relevant guidelines, procedures, Partners compliance checklist and schedules to enhance proper functioning of the accounting system, management of the financial resources and implementation of Partner agreements;
- Produce and assist in the review of financial reports to ensure that adequate systems of internal control are maintained and proper management of the financial resources exist; and that up to date and reliable financial records are maintained in conformity with the AU financial Rules and Regulations, policies, procedures and financing agreements;
- Prepare financial reports, expense reports and other financial annexes as part of the projects and grant cycle management;
- Ensure monthly and annual financial reports of Partner funds are properly prepared and submitted on time;
- Ensure maximum usage of the AUC Integrated Financial Management System( IMIS) in recording and reports;
- Ensure proper processing of fund transactions and provide financial reports for donors and internal management;
- Ensure that donor fund disbursements are made for expenditures indicated in the budget /work plan for executing programs/project as specified;
- Assist to ensure allocation of expenditures to the appropriate fund or account and monitor proper budget utilization to ascertain that budget appropriations are not overspent
- Develop budget proposals for Partner Funds in line with AUC financial, administrative and operational parameters in collaboration with SPPMERM and project managers, follow up agreements with Partners and ensure budget utilization in in compliance with agreements;
- Evaluate trends of financial implementation and make necessary recommendations for possible improvements;
- Assist to review information and explanations provided by Projects Managers to audit queries and Partner requests;
- Assist in follow up and implementation of recommendations of the AUC's internal and external auditors as well as Partners' contracted external auditors;
- Prepare cash requirement forecasts for funds, request for the release of funds and follow up subsequent receipts, and monitor cash requirement against utilization;
- Ensure that proper bank accounts are used for funds that have their specific bank accounts;
- Perform both bank and cash reconciliations for Partner funds; and
- Perform any other financial related duties as may be assigned by supervisors.

## **Requirements**

1. Educational qualifications & work experienced required

She/he should have a minimum of Bachelor's University Degree in Accounting/Finance from a recognized Institution.

Accounting/finance professional qualifications such as ACCA, CPA, CIMA, CA, and Expert Comptable etc. will be an added advantage.

A minimum of five years of progressively responsible experience in managing donor funded projects and

financial management or related field is desirable.

Experience working with international organizations.

2. Other Relevant Skills

- Work experience in accounting packages is required. 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

3. Language requirement

Proficiency in one of the African Union working languages is mandatory. Knowledge of one or several other working languages is an added advantage.

4. Tenure of Appointment

The appointment will be made on a short term contract for a period of two (2) years of which the first six (6) months will be considered as a probationary period. Thereafter, the contract may be renewed for a similar period subject to funding availability, satisfactory performance, and agreed deliverables.

5. Remuneration

The salary attached to the position (P2 STEP5) is a fixed annual lump sum of US\$ 85,212.07 inclusive of all allowances for internationally recruited staff and US\$ 66,751.81 inclusive of all allowances for locally recruited staff.

6. How to Apply

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 15th May 2018

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.

Addis Ababa, Ethiopia

***Contract Type***

Short Term

***Employment Fraction***

Full-time

***Branch***

Headquarters