



External Publication of Job Posting

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Job Posting Title

Assistant Accountants

Start Date

11.04.2018

End Date

26.04.2018

Reference Code

AAGSAPBFA03

Job Title

Assistant Accountants

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

Title: Assistant Accountants
Grade: GSA5 (Step 5)
Immediate Supervisor: Senior Finance Officer
Department: PBFA
Duty Station: Addis Ababa, Ethiopia
Number of Positions: 03

Tasks

Major Duties and Responsibilities

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

- Assists in the preparation of financial reports and assists in performance of various clerical duties;
- Settlement of Imprest, travel claims and other advances for Partners funded programmes;
- Ageing analysis of Imprest and travel claims for Partners funded programmes on a regular basis to keep clean and up to date;
- Prepare responses to external and internal audit queries and assist in the implementation of audit findings;
- Post journal entries into the SAP system and reconcile interoffice accounts
- Analysing and uploading bank data onto the SAP Bank Module from prepared excel files.
- Preparation of Bank reconciliation reports
- Investigate and follow up all outstanding items on statement reports of bank reconciliation.
- Follow up with internal and external audit reports related to any reconciliation issues raised in reports.
- Follow up periodic currency revaluation procedures on SAP system.
- Perform any other financial 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.

A minimum of 3 years of work experience is required. Experience working with international organizations is an added advantage.

2. Other Relevant Skills

- Work experience in accounting packages is an added advantage.
- Work experience in SAP an added advantage
- IPSAS knowledge is an added 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 one (1) year of which the first three (3) 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 (GSA5 STEP 5) is a fixed annual lump sum of US\$ 55,174.63 inclusive of all allowances for internationally recruited staff and US\$ 22,656.97 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 26th April 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.

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

Contract Type

Short Term

Employment Fraction

Full-time

Branch

Headquarters