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**External Publication of Job Posting**

**50381400**

**Job Posting Title**

SENIOR FINANCE OFFICER

**Start Date**

11.04.2018

**End Date**

15.05.2018

**Reference Code**

SFOPBFA03

**Job Title**

SENIOR 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 at 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 Senior Finance Officer

**Department**

Post

Job title: Senior Finance Officer  
Grade: P3 (Step 5)  
Supervisor: Higher level supervisor  
Duty Station: Addis Ababa  
Number of Positions: 01

**Tasks**

Major Duties and Responsibilities:

The Senior Finance Officer is responsible for providing high level professional backstopping to the Head of Division in order to ensure the implementation of financial policies and procedures and administration of the financial system. The incumbent ensures also that all financial activities are conducted in accordance with the African Union Commission Financial Rules and Regulations.

Within limits of delegated authority, the Senior Finance Officer will be responsible for the following duties:

- Review and improve Financial Recording and Monitoring processes to ensure efficient and effective systems;
- Ensure proper functioning of the reporting system. Maintain a financial reporting calendar and ensure timely preparation of all financial reports;
- Provide advice and ensure compliance with Financial regulations and other determined financial policies;
- Ensure that accurate internal control systems is functioning
- Promote best practices, transparency, accountability and appropriate working systems;
- Prepare Financial Statements for consideration of the Commission, Member States and Partners as well as internal/external auditors;
- Prepare the year – end financial statements which form part of the annual financial reports;
- Plans, prioritizes and adapts team work processes based on existing priorities;
- Works collaboratively with others in pursuit of business goals and encourages harmony, co-operation and communication;
- Effectively Supervise Junior staff, and;
- Performing any other relevant duty/responsibility assigned.

### **Requirements**

#### 1. Educational qualifications & work experienced required

Candidate should have a University Master's Degree in Accounting, Commerce or Financial Management from a recognized University with 7 years of experience in relevant domain out of which 3 at a supervisory level; A professional qualification such as CPA, CA, ACCA, CIMA, CIA and Expert Comptable etc., will be an added advantage.

OR

University Bachelor Degree in Accounting, Commerce or Financial Management from a recognized University with 10 years of experience in relevant domain out of which 5 at a supervisory level; A professional qualification such as CPA, CA, ACCA, CIMA, CIA, etc., will be an added advantage.

In addition, a minimum of five years of progressively responsible experience in financial management of donor funded projects is required. Working Knowledge of Institutional Partner's funding modalities and experience working with international organizations is required.

#### 2. Other Relevant Skills

- Conscientious in observing deadlines and achieving results;
- Familiarity with international and regional policy processes and policy analysis in the relevant area;
- Strong communication ability both orally and in writing;
- Excellent interpersonal skills and ability to organize, motivate others and work in a multicultural environment;
- Excellent computer skills, Microsoft Office, Internet Explorer, etc.;
- Work experience in Accounting softwares, SAP, QuickBooks;
- Good skills in planning and organization;
- Good negotiation skills, good communication and presentation 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 (P3 STEP5) is a fixed annual lump sum of US\$ 96,921.34 inclusive of all allowances for internationally recruited staff and US\$ 78,461.08 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.

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

#### ***Contract Type***

Short Term

#### ***Employment Fraction***

Full-time

#### ***Branch***

Headquarters