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**External Publication of Job Posting**

**50551087**

**Job Posting Title**

FINANCE OFFICER

**Start Date**

10.07.2018

**End Date**

12.08.2018

**Reference Code**

PBFA / 2018 / P2 / 003

**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 at Addis Ababa, capital city of Ethiopia.

In seeking to achieve this objective, the Directorate of Programming, Budgeting, Finance and Accounting (PBFA) 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 the position of Finance Officers.

Least Representative Countries:

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

**Department**

JOB TITLE:

Post Job title: Finance Officer

Vacancy: 4 Posts (Regular)

Grade: P2

Department: PBFA  
Duty Station: Addis Ababa, Ethiopia

## **Tasks**

### MAJOR DUTIES AND RESPONSIBILITIES

Under the supervision and guidance of the respective Heads of Divisions, you shall perform the following duties and responsibilities:

- Reviewing and updating the status of the project funds;
- Preparing financial statements and maintaining financial records of contributions from Partners and analysing expenditures and balances relating to the transaction of the funds;
- Preparation of budgets of the Departments, Commission and the projects;
- Tracking project funds and performance report for the attention of the leadership and providing advice when necessary on the use of financial resources;
- Preparing quarterly financial reports and undertaking the day-to-day accounting and financial management and support services for the project and maintaining a database on accounting and financial information;
- Ensure that payments are processed by the monthly deadlines.
- Ensure that monthly accounts are correct and approved, and ensure timely monthly bank reconciliations, including open items, review and clearance of unwanted requisitions and PO balances.
- Review the periodic financial monitoring of implementing partners, in coordination with programme and/or project control staff.
- Draft responses to audit queries from internal and external audits and coordinate the implementation of audit recommendations.
- Provide advice to staff of the Commission on the practical on the financial policies and procedures.
- Preparing year end of the financial statements, as part of the annual financial reports;
- Ensure proper maintenance of records of inventory and property and equipment;
- Performing any other tasks that may be assigned by the respective Heads of Divisions

## **Requirements**

### REQUIREMENTS

#### 1. Educational Qualifications

University Bachelor Degree in Accounting or Business Management from a recognized University or equivalent educational institution and Minimum of 3- 4 years of progressively responsible experience in accounting, budgeting auditing or related area in a competitive institution.

OR

Applicants with University Diploma in Accounting or Business Management would be considered provided they have 5 years of relevant working experience in financial accounting and reporting functions at a specialist level.

Candidates with ACCA, CIMA or CPA will have an added advantage.

Strong knowledge of International Public Sector Accounting Standards (IPSAS) or International Financial Reporting Standards (IFRS) is required.

#### 2. Knowledge, skills and abilities

- Excellent interpersonal skills and ability to organize and motivate others and to work in a multicultural environment. Previous international experience is an advantage
- Excellent computer skills; Microsoft Office, Internet Explorer, etc ;
- Work experience in accounting packages, SAP, Quick books is an advantage
- Good skills in planning and organization
- Good negotiation skills, good communication and presentation skills

3. Language Requirement:

Proficiency in one of the AU working languages (English, French, Arabic and Portuguese) is a must. Knowledge of one or all of the other working languages would be an added advantage.

4. Gender Mainstreaming:

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

5. Tenure of Appointment:

The appointment will be made on a fixed term contract for a period of three (3) years, of which the first twelve months will be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance.

6. Remuneration:

Indicative basic salary of US\$35,300.00 per annum plus other related entitlements- e.g. Post adjustment (46% of basic salary), Housing allowance (\$14,414.40 per annum for international staff and 30% for local staff), education allowance (100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$10,000.00 per child per annum for international staff and \$2520/annum/child for local staff), etc

HOW TO APPLY:

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 11th August 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**

Regular (Long Duration)

**Employment Fraction**

Full-time

**Branch**

Headquarters