



External Publication of Job Posting

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Job Posting Title

ASSISTANT ACCOUNTANTS (PBFA)

Start Date

09.04.2019

End Date

13.05.2019

Reference Code

PBFA - 2019 - 03

Job Title

ASSISTANT ACCOUNTANTS (PBFA)

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 position of Assistant Accountants within the Directorate of Programming, Budget, Finance and Accounting (PBFA) in Addis Ababa, Ethiopia.

Department

1. Post

Title: Assistant Accountants
Grade: GSA5
Immediate Supervisor: Senior Finance Officer
Department: Directorate of Programming, Budget, Finance and Accounting (PBFA)
Duty Station: Addis Ababa, Ethiopia
Number of Positions: 05

Tasks

2. Major Duties and Responsibilities

Under the supervision of the Senior Finance Officer, 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 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;
- Process and verify all bank payment and ensure that the accompanying supporting documents are complete and accurate;
- Process monthly payroll and related staff emoluments;
- Keep and update financial records of the office;
- Maintain updated Personnel data (staff contract, leave management, up-to-date personnel information...);
- Maintain up to date files for service providers/contracts;
- Journalize monthly exchange and bank charges on the various payments effected through Foreign and Local bank accounts;
- Adjust the local bank balance at the end of each month;
- Prepare Financial Statements to be audited;
- Prepare Financial Reports for consideration by the Supervisor;
- Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained accurately;
- Provide advice on Financial and Administrative policies, their application and related procedures for the office in accordance with the Financial Rules and Regulations, Staff Regulation and Rules and various circulars;
- Provide advice and corrective actions in response to audits and other queries to ensure adherence to the Organization's Financial Rules and Regulations, Staff Rules as well as administrative instructions and circulars;
- Ensure proper handling and timely preparation of accounting documents (memo received, DV, AV etc.) and ensuring that all expenditures approved for payment have been provided in the approved budget;
- Assist to maintain and generate accurate financial records, in line with the approved accounting standards, guidelines, AU Financial Rules and Regulations;
- Maintain accounting databases by ensuring timely posting of transactions into the accounting software and processing necessary backups;
- Analyse all financial supporting documents received and ensure their proper filing;
- Ensure timely submission, collection and filing of all receipts from suppliers and service providers paid by the department;
- Safeguard of all vouchers including supporting documents for review by both internal and external auditors;
- Perform any other duties as may be assigned.

Requirements

3- Qualifications and Work Experience required:

A Bachelor's University Degree in Accounting/Finance from a recognized Institution with a minimum of 3 years of work experience; experience working with international organizations is an added advantage.

4- 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

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5- Language Requirement:

Applicants must be proficient in English or French. Advanced Knowledge of one more or several other working languages would be an added advantage.

6- Tenure of Appointment:

The Appointment will be made on a regular term contract, in the first instance on a fixed-term contract for a period of three (3) years, the first twelve (12) months of which shall be considered probationary period and thereafter for renewable periods every two years subject to good performance and deliverables.

7- Gender Mainstreaming:

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

8- Remuneration:

Indicative basic salary of US\$ 15,758.00 (GSA5 Step 1) per annum plus other related entitlements e.g. Post adjustment 46% of basic salary, Housing allowance \$ 16,813.44 per annum and 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), etc. for internationally recruited staff of the Commission and \$3,300.00 per child per annum for locally recruited staff of the Commission.

The applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 13 May 2019.

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.

1. Attach detailed and updated curriculum vitae/resume including three (3) referees with good knowledge. Of candidate's work, please, provide referees' contact details – telephone and e-mail addresses.
2. Copy of valid passport.

3. Certified copies of educational qualifications – degrees, diplomas and certificates, where applicable (Not
4. More than 5 Documents in PDF Format, and not exceeding 1 MB).
5. Please be aware that only complete applications will be considered.
6. Please note that only shortlisted candidates will be contacted

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

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters