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Job Posting Title

SENIOR FINANCE OFFICER CHAD

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24.02.2020

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29.03.2020

Reference Code

SFO/Chad/2020/004

Job Title

SENIOR FINANCE OFFICER CHAD

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 Senior Finance Officer within the Directorate of Programming, Budget, Finance and Accounting (PBFA) in Addis Ababa, Ethiopia.

Department

Post

Title: SENIOR FINANCE OFFICER CHAD
Grade: P3
Immediate Supervisor: Head of Peace and Security Finance
Department: Directorate of Programming, Budget, Finance and Accounting (PBFA)
Duty Station: N'djamena, Chad
Number of Positions: 01

Project

1. Job Purpose

To ensure the management of financial services including budgeting, accounting, cash management, payments and contracts management in compliance with Financial procedures of the African Union. Functionally the Senior Finance Officer will report to Director PBFA through the Head of Peace and Security Finance and administratively he/she shall report to Head of Mission Support Team (MST)

Tasks

2. Major Duties and Responsibilities

Under the supervision of the Head of Peace and Security Finance, the Senior Finance Officer will be responsible for the following duties:

Project Financial Management

- i. Manage a complete financial functions of the Office which would include a number of different and diverse operations and inter-related accounts of the financial system;
- ii. Maintain project financial information in SAP system;
- iii. Maintain cash flow systems that is efficient and responsive, as well as preparing monthly bank reconciliations.

Financial planning, budgeting and reporting

- I. Participate in the annual planning and budgeting process to ensure allocation of expenditure to the appropriate fund and monitor proper budget utilization to ascertain that budget appropriations are not overspent;
- II. Prepare financial management reports to track performance against budget and report the results to management.

Accounting

- I. Process and verify all suppliers' payments and ensure that the accompanying supporting documents are complete and accurate; Coordinate procurement process that would ensure the project receives quality and efficient services in line with AU rules and procedures;
- II. Implement administrative policies, and procedures that lead to efficient service delivery;
- III. Prepare Financial Reports / Statements for consideration of the AU Headquarters and Donors as well as the certification of general expenditures;
- IV. Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained accurately;
- V. Ensure that all balance sheet accounts are reconciled.

Treasury and Cash Management

- I. Prepare cash flow projections and monitor the continued availability of funds to cover the requirements of the project's operations.

Financial control, risk management and compliance

- I. Ensure the completeness and accuracy of financial data through the establishment of checklists and monthly reviews of financial data;
- II. Perform supervisory duties for Assistant Accountant.

Fixed Asset Management

- I. Maintain the fixed register and ensure the identification and proper inventory of fixed assets of the project;
- II. Perform any other financial related duties as may be assigned by supervisors.

Requirements

3- Qualifications and Work Experience required:

A Master's Degree in Financial Management, Accounting, Business Administration or related field.
Professional qualifications from a recognized Institute will be an additional Advantage.

A minimum of seven (7) years of progressively working experience in the areas of financial management including accounting and asset Management.
Experience working with international organizations is an added advantage.

Or

A Bachelor's Degree in Financial Management, Accounting, Business Administration or related field.
Professional qualifications from a recognized Institute will be an additional Advantage.

A minimum of ten (10) years of progressively working experience in the areas of financial Management including accounting and asset Management;
Experience working with international organizations is an added advantage

Professional certifications such as CPA, CA, ACCA, CIMA, CIA, etc. would be an added advantage.

4- Skills and Competencies

- Strong knowledge of International Public Sector Accounting Standards (IPSAS) or International Financial Reporting Standards (IFRS) would be an added advantage;
- Excellent interpersonal and team building skills, ability to organize and motivate others as well as work in a multi-cultural environment;
- Excellent Financial and accounting reporting skills;
- Good communication and negotiating skills;
- Computer literacy and experience in working with computerized accounting systems standard spreadsheet, database programs. Knowledge of SAP would be an added advantage;
- Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills.

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 fixed-term contract for a period of one (1) year extendable up to the end of the mission, the first six (06) months of which shall be considered probationary period and thereafter the contract will be annually renewable, 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- Least Represented Countries

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

9- Remuneration:

The salary attached to the position is an annual lump-sum of US\$ 83,070.00 (P3 Step 5) inclusive of all allowances for internationally recruited staff, and US\$ 71,466.41 inclusive of all allowances for locally recruited staff of the African Union Commission.

The applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 29 March 2020.

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.
- Copy of valid passport.
- 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).

Please be aware that only complete applications will be considered. • Please note that only shortlisted candidates will be contacted.

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

Contract Type

Fixed Term Contract

Employment Fraction

Full-time

Branch

AU Liaison Offices – Chad