

TERMS OF REFERENCE

CONSULTANT – FINANCE OFFICER

Background

The African Union Inter-African Bureau for Animal Resources (AU-IBAR), a specialized technical office of the Department of Agriculture, Rural Development, Blue Economy, and Sustainable Environment (DARBE) of the African Union Commission, is mandated to support and coordinate the utilization of livestock, fisheries, aquaculture and wildlife as resources for both human wellbeing and economic development in the Member States of the African Union. The Vision of the AU-IBAR Strategic Plan 2018-2023 is an Africa in which animal resources contribute significantly to integration, prosperity and peace. Within the framework of the African Union 2063, the Africa Blue Economy Strategy envisioned an inclusive and sustainable blue economy that significantly contributes to Africa's transformation and growth. The African Union-IBAR is seeking to engage a **Finance Consultant for a period of six months.**

Purpose of Job

- To provide technical support in financial Reporting, processing and settlement of imprest, prepare bank reconciliations, account for fixed assets and accounts receivable & payable in accordance with International Public Sector Accounting Standards (IPSAS) and AU Financial Rules.
- Under the supervision of the Projects Finance Officer, the Consulting Accountant is charged with processing financial transactions and maintaining financial records, assist the unit with administrative matters and provide support to the Projects Finance Officer on finance functions.

Main Functions

- Prepares schedules for month and annual closure of accounts and provide input into the preparation of IPSAS Compliant Financial Statements;
- Settle imprest and make relevant adjustments/reversals in SAP;
- Prepare bank reconciliations on monthly basis and coordinate related audits;
- Maintain asset register in SAP and account for fixed assets in accordance with AU FRR, PPE Policy and IPSAS.
- Perform periodic review of accounts payable and receivable to ensure that outstanding payments are made and recoveries are made for receivables.

Specific Responsibilities

Financial Reporting:

- Work closely with the Finance Officer to ensure timely and accurate monthly close of financial records for AU-IBAR;
- Produce consistent and accurate supporting schedules and reconciliations for all general ledger accounts;

- Conduct a detailed periodic review of the general ledger activities and make accurate and timely corrections in the financial records to be audit-ready at all times;
- Ensure timely reconciliation of all controls accounts. Record and review journal entries, analyzing general ledger accounts, recording adjusting journal entries and accruing expenses each month;
- Ensure all monthly closing schedules are audit ready. Provide information and documentation to the Internal and External Auditors; Assist in the implementation of internal and external audit recommendations;
- Responsible for the day to day accounting functions relating to accounts payable and accounts receivable;
- Oversee the timely reconciliation of all accounts payable and accounts receivable transactions, including analyzing regularly the aged analysis and take remedial actions to address long outstanding issues;
- Responsible for the calculation of the accruals and prepayments and the adjustment of transactions in line with IPSAS. Ensure accounts receivable and accounts payable balances are IPSAS compliant at all times.

Accounts Payable and Receivable:

- Settles imprest, travel claims and other advances and clear commitments;
- Analyses Imprest and travel claims on a regular basis to keep clean and up to date;
- Responsible for month/year-end closure activities for accounts receivable and accounts payable;
- Produces consistent and accurate supporting schedules and reconciliations for all general ledger accounts;
- Records and reviews journal entries, analyzing general ledger accounts, recording adjusting journal entries;
- Prepares timely reconciliation of all accounts payable and accounts receivable transactions, including analyzing regularly the aged analysis and take remedial actions to address long outstanding issues and keep the accounts current;
- Prepares responses to external and internal audit queries and assist in the implementation of audit findings;
- Prepares memo to Payroll for signature of head of division for salary deduction of outstanding amounts from staff;
- Complete clearance form for separating staff on outstanding debt.

Bank Reconciliations:

- Prepares Timely Bank reconciliation reports;
- Follows up on all outstanding items on bank reconciliation statements and resolve them;

- Responds to internal and external auditors query related to any reconciliation issues raised in reports;
- Follows up periodic currency revaluation procedures on SAP system;
- Journalize monthly exchange and bank charges on the various payments effected through Foreign and Local bank accounts;
- Adjusts the local bank balance at the end of each month.

Fixed Asset Accounting:

- Undertakes analysis for fixed assets on a regular basis and oversees the proper maintenance of financial records in accordance with International Public Sector Accounting Standards (IPSAS), Property, Plant and Equipment (PPE) Policy and related African Union Financial Rules;
- Provides guidance in relation to PPE accounting and makes appropriate recommendations for changes in accounting policy;
- Acts as knowledge expert on SAP Fixed Asset Module and shall be responsible for asset settlement processes and assists with the maintenance of fixed asset ledgers within the SAP fixed asset management module, which includes configuration, master data maintenance, depreciation calculations and reporting.
- Lead and coordinate implementation of internal and external audit findings relating to Fixed Assets;
- Performs other related duties as required.

REQUIREMENTS

Qualifications

- A masters degree in Accounting or Finance or related field.
- Fully qualified professional certification such as CPA, CA, ACCA, CIMA or equivalent is added advantage.

Experience

- Candidates must have a minimum of ten (10) years working experience in a similar role specifically in donor funded projects. At least seven (7) of those years should be in an international environment.
- Experience and knowledge of reporting requirements for EU, USAID, SIDA and similar funding partners
- Previous working experience with donor-funded projects is added advantage.
- Proficiency with finance modules of SAP is required
- Proficiency in French and English

Evaluation Criteria

Criteria	Max Score
Masters degree in accounting, finance or related field	15
Fully qualified professional certification such as CPA, CA, ACCA, CIMA or equivalent	10
Minimum of ten (10) years working experience in a similar role specifically in donor funded projects	20
Seven (7) of those years should be in an international environment	10
Experience and knowledge of reporting requirements for EU, USAID, SIDA and similar funding partners	15
Previous working experience with donor-funded projects is added advantage	10
Proficiency with finance modules of SAP	15
Proficiency in French and English	5

Duration

The duration of this assignment is 6 months. The selected candidate should be available to undertake this assignment with minimum delay.

Remuneration

The remuneration for this Consultancy is based on **AU salary scale of P1 step 5**. Payments will be done on monthly basis after satisfactory report, strictly consistent and compliant with the deliverables.

Duty Station

The consultant will be based in AU-IBAR offices in Nairobi, Kenya.

Supervision

The successful expert will be under the direct supervision of the Projects Finance Officer at AU-IBAR who shall have the responsibility of approval of reports.

Submission of Applications

Interested applicants are requested to submit their application via email to procurement@au-ibar.org. The deadline for submission of applications shall be 03rd April 2024, Nairobi local time.

Applicants are required to submit the following documents in their application:

- Detailed curriculum vitae
- Signed declaration on exclusion criteria (format provided)

- Copies of academic and professional qualifications
- Names and contact details (including e-mail addresses) of three references
- Copy of identification documents