

**AFRICAN DEVELOPMENT BANK  
VACANCY NOTICE N° ADB/11/104**

Position Title: <b>SENIOR LOAN ACCOUNTING OFFICER</b>	Grade: <b>PL-5</b>	Position N°:	Closing Date: <b>16<sup>th</sup> August 2011</b>
Department/Division <b>Financial Control Department (FFCO) Loan Accounting Division (FFCO.4)</b>	Supervisor's Name & Title: <b>Mrs. J. Ahogny Division Manager, FFCO.4</b>		
<p><b>Objectives:</b> The Loan Accounting Division is responsible for the preparation of bills on all loans of the Bank Group, for the follow up of such bills and any related matters: repayments to customer accounts, sanctions policies, compilation of various loan-related statistics. A primary goal of this position is to ensure the accuracy, relevance, timeliness and transparency in the reporting of loan related transactions of the African Development Bank Group.</p> <p><b>Duties and Responsibilities</b></p> <p>Under the general supervision of the Division Manager FFCO.4, the incumbent will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Design, review and enforce the policies and guidelines for Loan accounting, billing and repayment.</li> <li><input type="checkbox"/> Prepare documentation on the procedures for billing and repayment and educate borrowers in billing and repayment procedures and in the applicable rules for sanctions in case of arrears.</li> <li><input type="checkbox"/> Prepare billing statements and track the repayment of amounts due for principal, interest commitment fees.</li> <li><input type="checkbox"/> Monitor the rules and sanctions applicable to borrowers in case of default in repayment of Bank loans and ensure their application in collaboration with the Operation and Legal departments.</li> <li><input type="checkbox"/> Ensure complete and accurate recording of loan/grant transactions (cancellations, disbursements, repayments).</li> <li><input type="checkbox"/> Compile various financial statistics on the administration of loans for inclusion in financial statements and for Board distribution.</li> <li><input type="checkbox"/> Provide technical assistance and training to Bank staff and borrowers on loan accounting policies</li> <li><input type="checkbox"/> Prepare and update projections for loan repayments/interest income.</li> <li><input type="checkbox"/> Interact with the Treasury department, particularly regarding the identification of loan repayments; including debt relief (e.g. HIPC) flows.</li> <li><input type="checkbox"/> Ensure cooperation with operational departments, including regional offices, to improve the level of repayment on loans.</li> <li><input type="checkbox"/> Liaise, on a proactive basis, with other departments in the development of new Bank products or services, to ensure that implementation details are properly considered.</li> <li><input type="checkbox"/> Perform other ad hoc assignments assigned by management, including the preparation of briefs and papers on loan accounting</li> </ul>			
<p><b>Selection Criteria (including desirable skills, knowledge and experience):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> At least a master's degree or equivalent in finance, accounting, audit and/or professional qualifications in related disciplines.</li> <li><input type="checkbox"/> Minimum of 5 years relevant professional experience.</li> <li><input type="checkbox"/> Excellent grasp of Financial Management concepts.</li> <li><input type="checkbox"/> Thorough familiarity with the full range of the Bank's financial products and procedures.</li> <li><input type="checkbox"/> An enhanced capacity for result-orientation including the ability to analyze and summarize, team spirit, and client orientation are highly desirable traits.</li> <li><input type="checkbox"/> Competence in the use of standard software used in the Bank (Word, Excel, Access and PowerPoint) and the ability to use SAP R/3 specifically in the areas of FI or TR is an asset.</li> <li><input type="checkbox"/> Strong interpersonal and cross-cultural skills to lead and operate as part of a team and to interact effectively with staff, Management, Board Members, staff of other international organizations, and external counterparts</li> <li><input type="checkbox"/> Ability to communicate (write and speak) effectively in English and/or French, with a working knowledge of the other language.</li> </ul>			
<b>Submitted by: Mohamed Youssef, Division Manager, CHRM.1</b>		<b>Date:</b>	
<b>Approved by: Gemina Archer-Davies, Director, CHRM</b>		<b>Date:</b>	

**Only applicants who fully meet the Bank's requirements and who are being considered for interview will be contacted.** Vacancy Notices and ADB Personal History Forms are available from CHRM Department and the Bank's web-site. Detailed curriculum vitae showing date of birth and nationality are requested. **The President, ADB, reserves the right to appoint a candidate at one level below the advertised level of the post.** <http://www.afdb.org>