

AFRICAN DEVELOPMENT BANK
VACANCY NOTICE No.: ADB/10/114

Position Title: Senior Accounts Assistant*	Grade: GS-8	Position No. :	Date: 17/09/2010
Department/Division: Finance Control (FFCO) Accounts & Special Funds (FFCO.1)	Supervisor's Name and Title : Mr. A.O. Odukomaiya, Division Manager, FFCO.1		

1. OBJECTIVES

1. To ensure that Financial Statements including those for employee benefits and Trust Funds are fairly presented in accordance with International Financial Reporting Standards (IFRS) or Special Purpose basis.
2. To ensure that transactions recorded in the General Ledger are accurate and are properly reported in accordance with the financial regulations of the Bank and the relevant Financial Reporting basis.

2. DUTIES

The duties for the position would include any of the following:

1. Preparation of the Financial Statements of Employee Benefit Plan.

- a) Ensure that all applicable IFRS requirements are met.
- b) Verify the reliability and accuracy of base reports and records (Trial Balance, General Ledger, etc.)
- c) Preparation of periodic Financial Statements (i.e., Balance Sheet, Statement of Income and Expenses and Statement of Cash flows).
- d) Ensure that information presented in the notes is consistent with the figures in the main financial statements.
- e) Ensure consistency between the English and French versions of financial statements.
- f) Maintaining records and documents in respect of recorded entries in the General Ledger to facilitate both internal and external audit of the financial information produced and attending to audit issues raised by both internal and external auditors.
- g) Provide financial input for the actuarial valuation

2. Trust Funds Accounting

- a) Prepare quarterly financial statements for Trust and Donor Funds in accordance with the different Agreements and Trust instruments signed between the Bank and Donors.
- b) Prepare the consolidated financial statements of Trust Funds.
- c) Coordinate the work of the Grants section in the absence of the Supervisor.
- d) Liaise with ORRU and other coordinating Departments on the financial reporting for Donor and Trust Funds.
- e) Liaison with Accounts Payable and Treasury Department for the provision of financial information to donors.

3. Preparation of Detailed Explanatory Notes to the Financial Statements

- a) Provide details of Trust and Donor Funds balances for inclusion in published financial information including the Bank Group financial statements and annual report.
- b) Provide information relating to employee benefits account for inclusion in the Bank's financial statements

4. Inter-Institution and Other related Receivable and Payable accounts

- a) Review all inter-institution receivables/payables and provide explanation for the outstanding balances.
- b) Perform reconciliation with underlying and supporting information.
- c) Provide age analysis of receivables.
- d) Maintaining files and records to facilitate both internal and external reviews.

5. Others

Creation of Master Data records in SAP, attending to External and Internal Auditors in respect of the above duties and performance of any other work assigned by the supervisor or Division Manager.

*** THIS POSITION DOES NOT ATTRACT INTERNATIONAL TERMS AND CONDITIONS**

Selection Criteria (including requisite skills, knowledge and experience)

- At least a Bachelor's degree or equivalent qualification in accounting, finance or other related fields.
- A minimum of six (6) years of relevant professional experience. Experience in accounting firm, or in a treasury or finance position will be an advantage.
- Excellent oral and written communication skills in English or French, with practical knowledge of the other language.
- Excellent skills in client orientation and capacity to work as part of a team.
- Adept at using software currently used in the Bank (Word, Excel, Access and PowerPoint). Knowledge of SAP or other IT financial systems will be an advantage.

Presented by:

Benson M. MAINA, Acting Division Manager, CHRM.1

Date :

Approved by:

Gemina Archer-Davis, Director, CHRM

Date :

Only applicants who fully meet the Bank's requirements and are being considered for interview will be contacted. Applicants will only be considered if they submit (preferably electronically, to: recruit@afdb.org) a fully completed Personal History Form (PHF), available from the Bank's website, and attach a comprehensive Curriculum Vitae (CV) indicating date of birth and nationality. The President, ADB, reserves the right to appoint a candidate to a lower level than the grade advertised. The African Development Bank is an equal opportunity employer and **female candidates are strongly encouraged to apply.** <http://www.afdb.org>.