



Call for applications for a Senior Finance Officer

Recruiting organization

The Association for the Development of Education in Africa (ADEA) is the voice of education in Africa and has played an important role in the educational arena for 30 years as a convenor, knowledge creator and forum for policy dialogue. Since its creation, ADEA has acted as a partner between African ministries of education and training and development partners. As a forum for policy dialogue, ADEA promotes innovative policies and practices by sharing and disseminating ideas, experiences, learning and knowledge among countries and stakeholders.

The Education and Skills Data Project

Africa is facing an education and skills data crisis. The COVID-19 pandemic has exacerbated the situation. Due to the ongoing challenge of lacking quality education and skills data for informed decision-making, insufficient data continues to undermine the ability of African countries to make demand-driven policy decisions on education and skills. Through this project, ADEA seeks to support up to 30 African countries over a five-year period to produce and use the quality data on education and skills for informed decision-making through policy, planning, program implementation, monitoring and evaluation.

Position summary

ADEA is looking for an experienced professional to ensure the financial, accounting and material management of the project, in accordance with best practices and ADEA's and the supporting partner's requirements. The Senior Finance Officer will be responsible for the project's budget planning and monitoring, procurement, payment, compliance with procedures, accounting, administrative and material management, and financial reporting. You will develop and maintain good relations with the project team, ADEA and the various institutions and stakeholders involved in the project.

This position reports to the Project Manager.

Tasks and responsibilities

The mission of the Senior Finance Officer is to ensure the financial, accounting and material management of the project, in accordance with best practices and ADEA's and the development partner's requirements.

Specifically, the Senior Finance Officer will:

- › Ensure financial and accounting management:
 - Plan and budget the project activities.
 - Set up a computerized general and analytical accounting system enabling financial, budgeting, monitoring and reporting according to the nature of expenditure and according to objectives/results, countries/locations, development partners, sub-projects, gender, etc.
 - Ensure compliance with the project's administrative and financial procedures.

- Check and validate payment statements for salaries, consultancy fees, project service providers and supplier payments.
 - Check and validate supplier payments.
 - Maintain project accounts.
 - Produce all required financial reports.
 - Carry out budget planning and monitoring as required, including budget variance analysis.
 - Ensure the quality and completeness of accounting vouchers and their filing.
 - Prepare funding requests to the Project Manager.
 - Perform monthly bank reconciliations.
 - Plan and monitor the project's cash flow, to ensure optimum levels.
 - Prepare project audits.
 - Draw up and implement an action plan in response to any recommendations made by the auditors.
- › Pilot procurement processes:
- Manage procurement processes in accordance with project procedures.
 - Prepare requests for quotations, restricted consultation documents and tender documents, in accordance with procedures.
 - Lead the bid analysis.
 - Prepare tender analysis reports.
 - Work with the project's Administrative Officer in preparing contracts for works, supply of goods and services or consultancy services.
- › Contribute to operational project management:
- Participate in the preparation of the project's annual work plans and related budget (AWPs&B).
 - Participate in the project team's half-yearly, quarterly, monthly, and weekly work planning.
 - Participate in capacity building in financial and budgetary management for budget holders within the project, as well as for partners and institutions receiving funding in the project's beneficiary countries.
 - Advise management, colleagues, and partner institutions in the concerned countries on financial matters.
 - Participate in the preparation and organization of workshops, meetings, seminars, training courses and trips/missions etc.
 - Verify and ensure compliance of operations with the regulations of partner institutions and the countries where the project operates.
 - Support institutions and partners involved in the education and skills data chain in beneficiary countries in mobilizing resources.
- › Ensure material management:
- Develop and update, annually or as needed, administrative, financial, and accounting procedures for the project, in accordance with ADEA and/or partner procedures or as guided by auditors.
 - Technically supervise the work of the Project Administrative Officer (finance record keeping, supplies inventories, logistics, travel, etc.).
 - Maintain an up-to-date inventory of project equipment and materials at headquarters or in the possession of staff and consultants or other institutions/partners.
- › Carry out any other tasks within the scope of his/her responsibilities and assigned by his/her superiors.

Qualifications and Requirements

Qualifications:

- › Master's degree or equivalent in finance, accounting, auditing, management, or related field.
- › Professional accounting certificate such as ACCA or CPA.
- › At least 5 years' successful experience, at a senior level, in setting up and maintaining an administrative, financial, and accounting management system in a project or an international NGO financed by international donors, in Africa.
- › Experience in drawing up an administrative, financial, and accounting procedures manual for a project or an international NGO.
- › At least 5 years' experience of working in multicultural and multidisciplinary teams.
- › Experience in conducting calls for tender.
- › Fluent in English or French, and a good working knowledge of the other language, with good communication and writing skills.
- › Strong computer skills, particularly MS Word, Excel, and the use of communication and financial and accounting tools.

Technical requirements:

- › Experience in setting up and operating a suitable computerized cost accounting system.
- › Experience with several accounting software, such as SAGE, QuickBooks, Tally, etc.
- › Knowledge on how to use several computerized accounting systems for budgeting, accounting, and financial management of projects.
- › Knowledge of AfDB procedures and experience with SAP financial management solutions.
- › Knowledge of goods and services procurement procedures and guidelines.
- › Ability to carry out project financial planning, budgeting, monitoring, analysis, and reporting.
- › Ability to work in a multicultural and multidisciplinary team, in a context of remote work.
- › Autonomy, sense of initiative, proactivity.
- › Flexibility and ability to work under pressure and to meet tight deadlines.
- › Results-oriented, methodical, with integrity and a good sense of responsibility.

Working conditions

- › Full-time consultancy mandate.
- › Based in Abidjan, Ivory Coast, with occasional field assignments in Partner countries and on-site meetings.
- › Occasional overtime may be required to meet project deadlines.
- › Competitive remuneration.

Application process

Interested candidates are invited to send their curriculum vitae and a letter of motivation to emploi@c2dservices.com by **March 3, 2024 (5 PM, GMT)**. Please indicate "**Application for the position of Senior Finance Officer**" in the subject line.

As an equal opportunity institution, we welcome applications from people of all backgrounds and experience. Only selected candidates will be contacted.