JOB PROFILE

JOB TITLE	Accounting Assistant
CODE	
INSTITUTION	ECOWAS
GRADE	G4/G5/G6
AGENCY	N/A
DEPARTMENT	Office of the President
SALARY	UA 17,852.65 USD 28,167.91 UA 22,325.47 USD 35,225.12 UA 26,567.10 USD 41,917.57
STATUS	PERMANENT
DIRECTORATE	Representation Office in Sierra Leone
DIVISION	Representation Office in Sierra Leone
LINE SUPERVISOR	Administrative Officer
SUPERVISING	N/A
DUITY STATION	SIERRA LEONE

Role Overview:

Under the supervision of the Administrative Officer, the incumbent shall undertake the activities assigned in the area of accounting as stated in the roles and responsibilities below.

Role And Responsibilities:

- Assist in the year end closing of accounts and preparation of the Representation Budgets.
- Monthly exports and review of the trial balance of the year in review and note areas with issues.
- Assist in analyzing all general ledger accounts (Payables, receivables, Income & expenses) and adjust/propose corrections where necessary.
- Preparation of journal vouchers and post into accounting system.
- Amortization/expensing of utilized prepaid accounts.
- Clearing of GL open items.
- Respond and provide requested information/documents to external auditors on issues raised during the year-end audit and recommend/ propose ways to correct them.
- Assist the Accountant in liaising with external auditors in closing of accounts and preparation of reports.
- Assist other divisions (accounts payables, bank reconciliation, receivables, and grants) with issues/proposed adjustments raised during the financial year audit.
- Receive vendor invoices, scan/import the images, verify data extraction is accurate, and route the documents into electronic workflow for processing.

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- Verify and post scanned invoices using appropriate transaction codes in SAP.
- Identify and prevent duplicate invoice processing.
- Identify missing vendor workflow and initiate the vendor create process.
- Process invoices in accordance with SAP requirements and ECOWAS financial policies and procedures.
- Obtain and attach additional documentation as required for special expenditures including capital expenses.
- Monitor opportunities to optimize timing of payments, based on payment terms.
- Process disbursements in accordance with schedule.
- Reconcile supplier statements and monitor vendor account balances.
- Enter and post cash receipts into accounting software (SAP) using the appropriate transaction codes.
- Post all payments made or received by wire transfer timely and accurately.
- Prepare accurate bank reconciliation statements on a monthly and timely basis.
- Respond to internal and external (vendor) inquiries in a timely and in a professional manner.
- Assist in resolving invoice discrepancies with the vendor.
- Process payable documents for donations in accordance with their legal and compliance policies.
- Process and release cheques for related invoices and claims promptly.
- Verify outgoing checks for accuracy.
- Assist in the archiving of department documentation.
- Process staff expense claim and travel return forms in a timely manner.
- Provide general filing and administrative support to the finance department.
- Assist in maintaining detailed records of budget estimates, obligations, and available balances, producing forecasts of expenditure; reconcile divisional accounts with central accounts.
- Perform any other duties assigned by the Supervisor.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

Brevet deTechnicien Superior **(BTS)/** Ordinary National Diploma **(OND**) or its equivalent in Finance, Accounting or in a similar field from a recognized University.

- Five (5) years of progressively more responsible work experience in Finance, Budgeting, Accounting, or related area.
- Demonstrated professional competence to extract, interpret, and analyze a wide variety of accounting data and to resolve data discrepancies and other problems.
- Knowledge of transactional based accounting activities such as budgeting, payroll, vendor

claims processing, reconciliation, and financial reporting as related to assigned responsibilities.

AGE LIMIT:

Be below 35 years old. This provision does not apply to internal candidates

ECOWAS KEY COMPETENCIES

- Ability to assume a credible presence when explaining rules, standards, and expectations (e.g. deadlines) to ensure compliance and work expectations are met.
- Ability to motivate self and/or others to engage in discussions will result in recommendations to improve processes, templates, or other work tools.
- Ability to engage in positive approaches to teamwork, participate actively in discussions and the achievement of team goals.
- Ability to take responsibility for own career and performance with the occasional guidance from the supervisor/mentor.
- Ability to build capacity of self and others by sharing knowledge, tools, expertise, and experience with others to remain proficient and well informed in the execution of assigned role.
- Interpersonal, listening, and multitasking skills with a good understanding of client service responsibilities and role in representing ECOWAS values in all interactions.
- Ability to take initiative to resolve routine problems associated with assigned tasks using good judgment in involving colleagues or superiors as required.
- Ability to work as part of a team to resolve concerns, and problems and improve services.
- Ability to manage own time effectively and organize own work area in a manner that will meet performance expectations related to assigned client services.
- Ability to direct people to the appropriate source for further information and ask for help when overwhelmed with client demands.
- Ability to apply culturally relevant and appropriate approaches with people from diverse cultural backgrounds.
- Good diversity management skills to interact with individuals in a manner that is culturally appropriate and in accordance with ECOWAS rules/policies.
- Ability to recognize preconceived notions and stereotypical views of certain groups and individuals and to successfully adopt inclusive and culturally appropriate behaviors.
- Ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Knowledge of diversity management as it relates to daily work expectations and assigned

tasks.

- Knowledge of the ECOWAS mandate and operational goals of relevance to assigned responsibilities.
- Ability to keep up to date with Departmental activities, schedules and goals of pertinence to own work team, functional area.
- Knowledge of ECOWAS procedures relevant to assigned work and the ability to apply sound judgment in their application.
- Demonstrated strong interest and commitment to ECOWAS values and activities in daily assumption of duties.
- Excellent ability to maintain, process and provide accurate information as part of assigned tasks.
- Ability to organize files and information for easy retrieval and record keeping.
- Ability to spot mistakes, act promptly to correct them and learn from experiences.
- Knowledge and ability to challenge and question fundamental assumptions regarding accepted ways of doing things in the spirit of improvement.
- Ability to use current technology to communicate effectively e.g. office software programs, including spreadsheets, word processing and graphic presentation software; ability to type and format presentations, reports, manuals, newsletters, website content and proficiency in information communication technologies (ICT).
- Well-developed information sharing skills using technology and in accordance with established processes and practices.
- Advanced verbal assertiveness and communication skills with a demonstrated ability to acknowledge and understand the validity of others' viewpoints and to respond in a constructive manner.
- Fluency in oral and written expressions in one of the ECOWAS official languages of the Community (English, French & Portuguese). Knowledge of an additional one will be an added advantage.
- Ability to allocate time for specific tasks in a manner that will meet deadlines and quality/quantity expectations.
- Good organizational skills with an excellent ability to break down work into smaller parts and focus on the most important steps first.
- Ability to contribute to maintaining organizational performance standards throughout the implementation of new processes, practices and plans adopted by the Department and of relevance to assigned tasks.
- Ability to monitor progress and to consider new goals in the context of assigned responsibilities.

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- Ability to follow through with commitments made to others.

Assessment method:

Assessment of qualified candidates may include a written exercise and a competency-based interview.

ECOWAS Work Environment:

ECOWAS provides a work environment that reflects the values of gender equality, diversity, integrity and a healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore, we encourage women to apply for positions that suit their competencies. Individuals from minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are also highly encouraged to apply. Diversity, Equity and Inclusion is at the heart of ECOWAS's workforce.

Disclaimer:

Selection and appointment will be subject to background and reference checks and other administrative requirements.

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ECOWAS does not charge for any application, processing, training, interviewing, testing in connection with application or recruitment processes and does not concern itself with information on applicants' bank accounts.

This vacancy is subject to local recruitment, in accordance with Article 9.3 of the ECOWAS Personnel Regulations (revised in 2021). All staff in General Services and related categories will are recruited from among ECOWAS citizens residing in the Member State where the vacancy is advertised. A staff member subject to local recruitment will not be entitled to allowances or benefits applicable exclusively to international recruitment.

The required documents for registration include:

1. Curriculum Vitae
2. Cover letter
3. Application form

Failure to comply with any of these requirements will result in the cancellation of the application.

To view the complete job description and apply to this position, follow the link below:

https://www.ecowas.int/careers/