

COMISSÃO DA CEDEAO

COMMISSION DE LA CEDEAO

Agence Régionale pour l'Agriculture et l'Alimentation

ARAA



ECOWAS COMMISSION

Regional Agency for Agriculture and Food

RAAF

Terms of reference

**Selection of a consultant for
ACCOUNTING ASSISTANT
For support to the ECOWAS Administration and Finance
Division Pool in Lomé (Togo)**

1- Background

The Economic Community of West African States (ECOWAS), one of the regional economic communities of the African Union, was established on 28 May 1975. It is composed of the following fifteen (15) Member States: Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo.

Within the framework of the implementation of projects and programmes contributing to the operationalisation of the ECOWAS Agricultural Policy as well as to the development of regional infrastructure projects, ECOWAS, through its Implementing Agencies based in Lomé ECOWAS, through its implementing agencies based in Lomé, namely the Regional Agency for Agriculture and Food (RAAA), and the Project Preparation and Development Unit (PPDU), is hereby seeking applications from service providers to support the administrative and financial service pool in Lomé.

2- Description of the mission

2.1 Purpose of the mission

Participation in the management of accounting operations of ECOWAS entities supported by the ECOWAS Administration and Finance Pool in Lomé.

2.2. Description of the tasks

The Consultant will perform the following tasks:

- Entering and archiving accounting documents;
- Check supporting documents for completeness, accuracy and validity in accordance with applicable policies, procedures, rules and regulations
- Maintain accounting records (journals and books) according to the defined system and keep computerized accounts using SAP software, giving details for each category of expenditure, component, sub-component, beneficiary and source of funding (entry of financial and accounting transactions exhaustively in the respective journals);
- Have a good command of accounting management software, in particular a good command of SAP (FICO);
- Professional experience in donor accounting, disbursement procedures and reporting would be an asset;
- Have a thorough knowledge of financial accounting principles and concepts including International Accounting Standards. Knowledge of International Public Sector Accounting Standards (IPSAS) would be an asset;
- Keeping the accounts according to IPSAS rules;
- Prepare cheques and transfer orders for payment to suppliers;
- Prepare monthly bank reconciliation statements for the project account;
- Retrieve and make available relevant supporting documents and information for internal and external audits as instructed by the Accounting Officer
- Carrying out any other tasks related to the position.

3. Profile and experience

The desired candidate must meet the following criteria:

3.1 General qualifications

- A minimum of a BTS (BAC + 2) in Accounting, Management, Finance, or any similar diploma.

3.2 Experience

- Have proven professional experience of at least two (02) years in keeping journals and books in an accounting department;
- Experience in an international donor-funded project would be an asset;
- Knowledge and use of IPSAS ;
- Experience of working on an international donor funded project would be an asset.

3.2 Skills

- Proficiency in accounting software; knowledge of SAP software would be an asset;
- Ability to work under pressure and be a good team player;
- Ability to work in a multicultural environment such as ECOWAS;
- Fluency in one of the three ECOWAS working languages (English, French, Portuguese) is required. Good linguistic knowledge (written and oral) of a second language would be an asset.

3.3. Skills and qualities

- Have good interpersonal skills and be able to work in a team under pressure;
- Have professional and moral integrity;
- To be able to maintain good inter-professional relations;

4. General terms and conditions of service

4.1. Main competences concerning ECOWAS

- To be able to draw on the Code of Ethics to manage oneself, others, information and resources;
- Understand diverse cultural perspectives, particularly those of West Africans, and take into account differences between groups;
- To be able to fight prejudice and practice tolerance and empathy;
- Knowledge of ECOWAS rules and procedures regarding assigned responsibilities and the ability to explain them clearly to other actors would be an asset;
- Ability to convey information clearly and concisely, succinctly and organised, both in writing and verbally;

4.2. Conditions, location, duration and start of the assignment

- The Local Consultant will be based in Lomé, Togo at the ECOWAS Regional Agency for Agriculture and Food (RAAA);
- The Consultant must be a national of an ECOWAS Member State already based in Lome, Togo
- The duration of the assignment is 12 months with the possibility of renewal depending on the availability of funds and the performance of the consultant following a satisfactory evaluation;
- The positions are full-time;
- The service provider is called upon to refrain from any situation that could put him/her in a conflict of interest in the context of the mission assigned to him/her;
- The remuneration conditions for the consultant's services correspond to those of a local consultant (based in Lomé, Togo).