



**PARTNERSHIPS MANAGEMENT AND RESOURCES MOBILISATION DIRECTORATE,  
CABINET OF THE CHAIRPERSON**

**TERMS OF REFERENCE**

**CONSULTANCY SERVICE FOR A PROJECT ACCOUNTANT FOR THE  
IMPLEMENTATION OF AN INSTITUTIONAL CAPACITY BUILDING PROGRAM**

**MARCH 2023**

## **1. Background**

The African Union (AU) has launched a comprehensive Institutional Reform process to make the organization more efficient and financially self-sufficient. Notable achievements include the move to hold the AU Ordinary Summit once a year rather than twice and internal organizational reform of the Commission that reduced the number of Commissioners from eight to six. However, key gaps still exist, which include systems' reform and upgrade, policy planning, coordination, and corporate service delivery. The AUC has therefore called upon the African Development Bank (AfDB), as a premier Pan-African and partner institution, to support implementation of the Reform process. In this regard, the AU has received financing from AfDB for the implementation of an Institutional Capacity Building Project of which a part of the agreed amount of the Grant will be channeled towards payments for Consultancy services of a Project Accountant (PA).

## **2. Objectives of the Assignment**

The objective of the assignment is to improve the institutional capacity of the AUC through the development, upgrade and reform of financial systems vital for better service delivery. The aim is to strengthen the AUC's planning and coordination capacity.

## **3. Scope of the Assignment**

The Project Accountant will be responsible for all the financial issues relating to the implementation of the Project. Specifically, The Project Accountant shall perform the following functions:

- Prepare disbursement applications' and manage the Special Account on the designated duties;
- Assist in preparing an annual/quarterly budget, corresponding with the proposed procurement and work plans;
- Liaise with Project Coordinator and AUC staff involved in the project on preparation of reports and budgets, as well as project forecasts to ensure timely implementation and completion of the project component activities;
- Receive and review all the invoices with supporting documentation, matching all invoices received and generating payment vouchers for preparation of cheques to suppliers;
- Raise system generated Debit Notes for unutilized services to suppliers (such as for tickets to Travel Agents, etc) and following up to receive the requested credit notes;
- Create and maintain comprehensive project documentation and filing accessible to the Finance Directorate of the AUC;
- Ensure timely preparation and compilation of Project budgets and financial reports;
- Prepare the project quarterly Interim Financial Reports (IFR) and provide inputs into the Quarterly Progress Report and annual progress reports (progress against planned activities, update on risks and issues, expenditures) for submission to the African Union Commission and the Bank in line with project reporting requirements;
- Tracking and reconciliation of budgets to ensure the project has an accurate account of available resources considering exchange rate fluctuations between the currency of the Special Account and Units of Account (UAC);
- Provide supporting documentation for audits regarding the Suppliers/Accounts Payables Accounts;
- Maintain vendor/suppliers' files clearly indicating the serialization or other form of filing;
- Communicating with suppliers on various issues relating to payments, payment confirmations and receipts for payments;
- Maintenance of the assets register for the AUC through, data input in the asset register, reconcile Assets Register with Ledger, running asset register and ledger reports;
- Perform any other project-related procurement activities as may be requested by the Project Coordinator from time to time.

## **4. Qualifications Requirements and Experience for the Consultant**

The ideal candidate should have:

- At least a Bachelor's degree in Accounting, Business or other relevant/equivalent academic discipline;
- Recognized professional accounting qualifications;
- At least 5 years of work experience in project related field;
- Proven work experience within international development agencies or related organizations;
- Financial analysis skills and procurement experience (tender documents preparation);
- Proficiency in at least one of the AU working languages (English, French, Arabic and Portuguese) is a must (oral and written);
- Teamwork: Demonstrated ability to work in a multicultural environment, good interpersonal skills and ability to work with minimal supervision;
- Adequate experience in the relevant accounting software is a requirement;
- Proficiency in using the Microsoft Office suite (Word, Excel, PowerPoint); Skills in Timberline will be appreciated.

## **5. Duration**

The estimated duration of the assignment is three (3) years renewable every year upon satisfactory performance.

## **6. Duty Station**

The consultant will be based in the AU Headquarters, Addis Ababa, Ethiopia.

## **7. Remuneration**

Remuneration shall be on a monthly basis. The AUC shall pay the Consultant for services rendered at the rate(s) per man/month spent, subject to a maximum of eight hours per day in accordance with the rates agreed during contract negotiations.

## **8. Institutional Arrangement**

The Project Accountant will be under the functional supervision of the AUC Finance Directorate and report administratively to the Project Coordinator in the Partnerships Management and Resources Mobilization Directorate, Cabinet of the Chairperson.

## **9. Services and Facilities to be provided by AUC**

The AU shall make the following available for the consultant:

- Office accommodation;
- Computer, Photocopying, Stationary;
- Facilitation of Visa and
- Internet Access