



JOB PROFILE

JOB TITLE	ACCOUNTING ASSISTANT
JOB CODE	134
INSTITUTION/AGENCY	WEST AFRICAN HEALTH ORGANISATION (WAHO)
GRADE	G5/G6/G7
DIRECTORATE	ADMINISTRATION AND FINANCE
ANNUAL SALARY	15,612.30/ 30,932.71
NUMBER OF POSITIONS	3
RESPONSIBILITY	1- Bank reconciliation 2- Adjustment and clearance 3- Payment services
STATUS	PERMANENT
DIVISION	FINANCE
UNIT	BUDGET AND TREASURY / FINANCIAL REPORTING AND GRANTS
LINE SUPERVISOR	ACCOUNTANT
SUPERVISING	N/A
DUTY STATION	CÔTE D'IVOIRE

ROLE OVERVIEW

The incumbent shall report to an Accountant who supervises the activities and tasks of three (3) Accounting Assistants. Each Accounting Assistant is assigned to a specific area of accounting: Bank Reconciliations, Accruals and Settlements, or primarily Payment Services, in accordance with the roles and responsibilities described below.

ROLE AND RESPONSIBILITIES

1. Contribute to the closing of the financial year and the preparation of WAHO's financial statements.
2. Ensure monthly extraction and review of trial balance for the current financial year, identifying anomalies and problem areas.
3. Assist in review of all general ledger accounts, including accounts payable, accounts receivable, income and expenses, and propose corrective actions or adjust as necessary.
4. Prepare journal entries and enter them into the accounting system.
5. Perform depreciation or expense recognition for prepaid accounts used.
6. Clear outstanding items in the general ledger.
7. Respond to requests from external auditors by providing them with the necessary information and documents concerning issues raised during the year-end audit and propose corrective measures to remedy them.
8. Assist the Accountant in his/her dealings with external auditors during the closing of accounts and preparation of reports.
9. Provide support to divisions (accounts payable, bank reconciliation, accounts receivable and grants) for issues raised and adjustment recommendations made during the financial year audit.
10. Receive supplier invoices, scan and import them as images, verify the accuracy of data extraction, and then route the documents through the electronic workflow for processing.



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11. Ensure the verification and accounting entry of scanned invoices using relevant transaction codes in SAP.
12. Identify and prevent duplicate invoices.
13. Identify suppliers missing from the system and initiate the process of creating new suppliers.
14. Process invoices in accordance with SAP requirements and ECOWAS financial policies and procedures.
15. Collect and attach additional supporting documents required for specific expenditures, including capital expenditures.
16. Monitor opportunities to optimise payment schedule, based on payment terms.
17. Disburse in accordance with schedule.
18. Reconcile supplier account statements and monitor changes in supplier account balances.
19. Ensure that cash receipts are entered and posted in the accounting system (SAP) using appropriate transaction codes.
20. Record all payments made or received by bank transfer in a timely and accurate manner.
21. Prepare monthly bank reconciliation statements accurately and promptly.
22. Provide assistance to internal and external suppliers by responding to their enquiries in a timely and professional manner.
23. Help resolve disputes with suppliers regarding discrepancies found on invoices.
24. Ensure that accounting documents for donations are processed in accordance with current legal and compliance policies.
25. Process and issue cheques for invoices and reimbursement requests in a timely manner.
26. Verify accuracy of cheques issued.
27. Assist with archiving of departmental documentation.
28. Process mission return forms and claim forms within the required deadlines.
29. Provide general support in file management and administration to the finance division.
30. Contribute to keeping detailed records of budget forecasts, commitments and available balances; prepare expenditure forecasts and reconcile division accounts with central accounts.
31. Perform any other duties as may be assigned by supervisor.

ACADEMIC QUALIFICATIONS, SKILLS EXPERIENCE

Education:

- Hold a Higher Technical Certificate (BTS/DUT/DTS) /HND or equivalent certificate in accounting or finance from a recognised university.
- Higher degree in accounting, finance or equivalent would be an advantage.

Work experience:

- At least five (5) years of progressively more responsible professional experience in finance, budgeting, accounting or a related field.
- Strong professional skills in extracting, interpreting and reviewing a wide range of accounting data, as well as in resolving discrepancies and other data-related issues.



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- In-depth knowledge of transactional accounting activities, including budgeting, payroll management, supplier claim processing, account reconciliation, and financial reporting, as related to assigned responsibilities.
- Ability to identify and correct discrepancies in accounting data and operational issues.
- Good command of Microsoft Office 365 tools and accounting software.

AGE LIMIT

- Must be a citizen of an ECOWAS Member State.
- Must not be more than 35 years of age at the time of recruitment.
- This does not apply to internal candidates.

ECOWAS KEY COMPETENCIES

G5-02-01	LEADERSHIP
	<ul style="list-style-type: none">▪ Ability to make suggestions for improving working methods based on own observations and confidently ensure that these suggestions are implemented as required.▪ Robust experience in efficient teamwork, including the ability to mentor teams, lead discussions and, if necessary, assume leadership responsibilities.▪ Ability to support the team by keeping abreast with the initiatives, events and needs of the team and helping team leaders, as appropriate.▪ Ability to work under pressure and be dependable for results.▪ Ability to take responsibility for own career and performance and engage regularly and independently in self-assessment activities.▪ Ability to develop and maintain the skills and expertise required to perform the role efficiently.
G5-03-01	CLIENT SERVICE ORIENTATION
	<ul style="list-style-type: none">▪ Demonstrate excellent work ethic, positivity, motivation, flexibility and problem-solving skills to successfully complete the tasks associated with position.▪ Ability to take initiative to resolve recurring problems and make recommendations to improve the quality /quantity of services to clients▪ A strong desire to help others in a variety of circumstances related to own area of work and to refer to the appropriate person for further assistance if required.▪ Ability to work as part of a team to meet user needs.▪ Ability to efficiently manage time and meet service standards and targets related to assigned responsibilities.
G5-04-01	MULTICULTURAL SENSITIVITY AND ADVOCACY



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- Ability to identify and use internal resources to develop an understanding of cultural differences and actively improve intercultural skills when interacting with others from different cultural and linguistic backgrounds, especially in West Africa.
- Ability to listen attentively to people's ideas, requests and concerns and to understand, internalize and develop diversity management skills in accordance with ECOWAS rules and policies.
- Ability to take gender issues into account and ensure equitable participation of men and women in all areas of work.
- Ability to recognise preconceived ideas and stereotypical views of certain groups and individuals and successfully adopt inclusive and culturally appropriate behaviours.

G5-05-01 KNOWLEDGE OF ECOWAS

- Basic understanding of the ECOWAS organizations mandates and its functions, particularly those of own institution.
- Be conversant with ECOWAS routine procedures and practices as it relates to assigned responsibilities and work tools.
- Ability to apply ECOWAS standards for emailing and other routine tasks and to keep records, and information pertaining to assigned tasks in accordance with applicable rules and regulations.
- Ability to apply ECOWAS procedures relevant to tasks and demonstrate a good understanding of associated systems, processes, rules and/or standards sufficiently to explain their necessity and to identify errors and consequences.

G5-06-01 ANALYTICAL AND CRITICAL THINKING

- Excellent numeracy skills with the ability to collect, collate, classify and summarize data following clear and simple instructions.
- Ability to be innovative with established procedures with a view to improving performance and/or output.
- Ability to detect and correct errors and ensure rigorous and accurate file archiving.
- Ability to gather and arrange information and data in a simple and understandable manner.

G5-07-01 COMMUNICATION

- Ability to provide accurate and comprehensive information to supervisor/co-workers/clients, as requested, using good judgment, tact and diplomacy.
- Proficiency in the use of computers with advanced word-processing skills, including practical knowledge of spreadsheets (e.g. Excel), inter/intranet databases, email and social networks.
- Ability to read, listen to and understand routine instructions and carry them out with limited supervision.
- Ability to produce clear, concise, logical and grammatically correct written materials in one of the three (3) official languages of ECOWAS and have equal linguistic proficiency in oral communication.
- Ability to address issues with others in a candid, timely and straightforward manner.
- Proficiency in information and communication technology (ICT).



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- Good command (oral and written) of any of the official ECOWAS languages, namely English, French and Portuguese. Working knowledge of any of the other languages would be an advantage.

G5-08-01

PLANNING AND IMPLEMENTATION

- Ability to organize routine tasks and identify solutions to address conflicting priorities or uncertainty in the performance of new or changing tasks.
- Ability to develop work objectives and identify the steps needed to achieve these objectives.
- Ability to understand and contribute to team or work unit goals as directed by supervisor.
- Ability to work within well-established office practices and balance multiple tasks within set deadlines.

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.

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 position is subject to local recruitment pursuant to staff rule article 9.3 of the ECOWAS Staff Regulations (revised 2021). All staff in the General Service and related categories shall be recruited from ECOWAS citizens who are resident in the Member state where the position has been advertised. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.