



## **Recruitment of Financial Accountant for NELSAP-CU (National Professional Position)**

### **1. Background**

The Nile Basin Initiative (NBI) is an inter-governmental organization initiated and led by the Nile riparian countries to promote joint development, protection and management of the common Nile Basin water resources. NBI has a Shared Vision, namely: 'to promote sustainable socioeconomic development through the equitable utilization of, and benefit from, the common Nile Basin water resources. A wide range of programs and projects are currently under varying stages of identification, preparation and implementation designed to contribute towards the realization of the NBI Shared Vision.

NBI is managed from three Centers. The first Centre at Entebbe, Uganda, forms the NBI Secretariat (NILE-SEC) while the other two centers are the investment programs – the Eastern Nile Subsidy Action Program (ENSAP) and the Nile Equatorial Lakes Subsidiary Action Program Coordination Unit (NELSAP-CU). The Nile Equatorial Lakes Subsidiary Action Program (NELSAP) is an Investment Program by the Government of Burundi, DRC-Congo, Egypt, Ethiopia, Kenya, Rwanda, South Sudan, Sudan, Tanzania, and Uganda. It is governed by the Nile Equatorial Lakes Council of Ministers (NEL-COM) through the Nile Equatorial Lakes Technical Advisory Committee (NELTAC). The objective of NELSAP-CU, is to achieve joint action on the ground to promote poverty alleviation, stimulate economic growth and reverse environmental degradation.

### **2. Job Purpose:**

The Financial Account will provide technical support in implementation of the NELSAP financial management system following the applicable financial rules and regulations.

### **3. Key Responsibilities:**

#### **3.1 Implement a common, computerized financial management/accounting system:**

- Process, analyse and monitor financial transactions through the computerized financial management accounting system.
- Implement the financial management policies and procedures.
- Establish and maintain an adequate and secure accounting records management system.

#### **3.2 Ensure effective financial reporting:**

- Prepare inputs, as requested by the user departments/projects for the preparation of the required financial management reports and other required financial statements.
- Prepare and present accurate and timely financial reports on a monthly, quarterly and annual basis.
- Carry out monthly bank reconciliation and prepare reports.

### **3.3 Development of donors and partners' collaboration:**

- Study the signed grant agreements to understand donor requirements.
- Arrange for opening of new project bank accounts.
- Prepare request for funds to mobilize project and forward for review.
- Ensure proper allocation of transactions to appropriate grants and projects.
- Support preparation of donor reports.
- Ensure compliance with donor procedures.

### **3.4 Facilitate Audit consultancies:**

- Assist the external auditors in undertaking annual audits of the financial statements.
- Address audit findings and implement corrective action.
- Assist the internal auditor in undertaking internal audits of the internal control system.

### **3.5 Treasury management functions:**

- Liaise with the bank on transaction processing including forex rates.
- Confirm bank balances, prepare bank balance reports and monitor cash flows.
- Capture all incoming receipts to NELSAP-CU accounts.
- Facilitate communication with the bank.

The job holder supervises, mentors and coaches direct reports/supervisees to develop their overall capabilities in meeting job standards in addition to continuously developing their capabilities.

## **4. Qualifications and experience:**

### **Minimum:**

- Bachelor's degree in accounting, Finance, Commerce or Business Administration with accounting or finance option, or related field of study.
- Full professional qualifications such as Association of Chartered Certified Accountants (ACCA) or Certified Public Accountant (CPA) is a must.
- Knowledge of computerized accounting software such as Microsoft Dynamics 365 or any other computerized accounting software.
- Thorough understanding of International Public Sector Accounting Standards (IPSAS) and compliance requirements.
- A master's degree in a relevant field is an added advantage.

## **5. Experience:**

### **5.1 Minimum:**

- At least five (5) years of working experience in financial management of complex projects at national or regional levels or in International NGOs or Intergovernmental organizations.

## 5.2 Skills Required:

- Communication
- Collaboration
- Integrity
- Data analytics skills
- Computer literacy especially in all MS and Windows-based applications including Excel, Word, and other relevant software.
- Hands-on experience in using Microsoft Dynamics 365 accounting software.
- Demonstrated writing, presentation and reporting skills.
- Fluency in spoken and written English language.

## 6. Duty Station.

The Financial Accountant will be stationed at NELSAP-CU Offices located in Kigali-Rwanda but shall travel extensively in the Nile Equatorial Lakes Region as need arises.

## 7. Employment Terms:

The appointment will be on a contract basis for one (1) year renewable based on performance, availability of funds and need for service with the initial 6 months as probation period. The contract may be renewed for such a number of times to complete the entitled ten (10) years of service in NELSAP-CU.

Interested candidates may obtain further information from <http://nelsap.nilebasin.org> and/or at the address below during office hours [nelsaprocmnt@nilebasin.org](mailto:nelsaprocmnt@nilebasin.org) on weekdays from 08:00 to 17:00 hours Rwanda Time.

## 8. Selection Process

Interested candidates are invited to submit resumes and relevant supporting documents including academic documents by email addressed to [nelsaprocmnt@nilebasin.org](mailto:nelsaprocmnt@nilebasin.org) with copy to [nelcvacancy@nilebasin.org](mailto:nelcvacancy@nilebasin.org). The deadline for receipt of CVs is Wednesday 2<sup>nd</sup> October 2024 at 16:00 hours Rwanda Time and clearly referenced 'Recruitment of Financial Accountant for NELSAP-CU'. Only candidates who meet the requirements and are short-listed for the interview will be contacted.

Signed by:

