



1. Job title	Operational Specialist: Admin Support (African Development Bank)
2. Location	South Africa, Pretoria
3. Contract period	Up to December 2024
4. Compensation	Negotiable based on qualifications and experience

Background

The African Organisation of English-Speaking Supreme Audit Institutions (AFROSAI-E) is an autonomous, independent, and non-political organisation with permanent links to the International Organisation of Supreme Audit Institutions (INTOSAI) and the African Organisation of Supreme Audit Institutions (AFROSAI). It has the Supreme Audit Institutions (SAIs) from 26 English-speaking African countries as its members.

The Operational Specialist: Admin Support, will work closely with the Financial Manager and assist in all financial matters relating to the implementation of the AfDB (African Development Bank) project. He/She, with the assistance of the Finance Manager, will be responsible initially for customising the existing AFIAP accounting procedures manual to incorporate Bank specific accounting and reporting requirements. On an ongoing basis, the Assistant Accountant will be responsible for the maintenance of the Project Books of Account, initiating disbursement requests, and the preparation of financial and other reports as may be required by the AfDB.

Roles and responsibilities

Support to Financial Manager

- Maintain the organisation's financial procedures and systems.
- Ensure that all accounting records are maintained in line with approved accounting standards, and in line with the Bank's requirements and government's regulations.
- Draw up annual budgets and work plans in collaboration with other members of the PIU.
- Preparing cashflow forecasts and initiating all disbursement related requests.
- Ensure that all accounting records and bank accounts are kept up to date.
- In conjunction with the Finance Manager, liaise with the internal/external auditors and follow-up on any audit queries/implementation of audit recommendations.

Administrative

- Coordinate and monitor the flow of tasks and assignments between AfDB and technical managers at the Secretariat.
- Support with AfDB travel and accommodation arrangements for technical managers.
- Setting up and maintaining paper and electronic filing systems for records, correspondence, and other AfDB material.
- Perform other administrative tasks which may arise in the normal course of the business of the organisation.

Project Management

- Align the AFROSAI-E/AfDB workplan and events calendar.

- Maintain internal control processes and reports for AfDB activities and events.

Co-ordinate AfDB Activities and events

- Co-ordinate activities and event.
- Monitor progress according to schedules and budget.

Reporting and follow-up**Qualifications**

- A Bachelor's degree in Finance, Economics, Accounting or Business and Administration Management. A Master's degree will be an advantage.
- Good knowledge of International Financial Reporting Standards (IFRS).

Knowledge & Skills

- Office administration, report preparing, financial management systems, events management
- Facilitation skills, presentation skills, project management skills, negotiation skills, computer literacy skills, English language skills

Experience and other requirements

- 3-5 years' experience in a project or administrative capacity.
- Proven experience as an Accountant or Assistant Accountant in an African Development Bank (AfDB) or other international Agency funded projects.
- Experience in working with African Development Bank, World bank or UN funded projects.
- Experience and knowledge of the rules and procedures of South African legislation.
- Excellent computer skills especially in MS Word, Excel, PowerPoint. Knowledge of Xero software will be an added advantage.

Contact details and closing date for applications

Interested persons must complete the application form and send it along with a cover letter supporting your application to Marianna van Niekerk at marianna@afrosai-e.org.za.

The closing date for submitting applications is **16 June 2022**.