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|  **JOB DESCRIPTION** |  |
| **JOB TITLE** |  Finance Management Specialist  |
| **INSTITUTION** | ECOWAS Commission  |
| **PROJECT NAME** | West Africa Unique Regional Identification for Regional Integration and Inclusion (WURI)  |
| **GRADE** | P2 |
| **ANNUAL SALARY** | UA48, 921; USD 67,200  |
| **DEPARTMENT** | Trade Customs and Free Movement  |
| **DIRECTORATE** | Free Movement |
| **LINE SUPERVISOR** | Project Coordinator/Head of External Funds |
| **SUPERVISING** | N/A |
| **DUTY POST** | Abuja, Nigeria  |
| **TERM DURATION** | One year renewable until July 2024. Contract expected to commence September 2021 |
| **Applications should be sent to:** The Directorate of Free Movement of the Department of Trade, Customs and Free Movement focuses on the facilitation of free mobility of ECOWAS citizens within the sub-region, the proper implementation and respect of the Protocol of Free Movement, Right of Residence and Establishment, the coordination and active implementation of legal and policy instruments related to migration and fostering cross-border cooperation in the region. Additionally, the Directorate has been entrusted to strengthen collaboration and regional engagements for the implementation of a digital identification programme aiming to boost access to services. **ROLE OVERVIEW** Under the overall supervision of the Director Free Movement who is also the Project Coordinator of WURI, guidance of the ECOWAS Director of Finance and direct supervision of the World Bank Head of the External Resources Management Unit, the incumbent will be responsible for all finance and accounting related functions and matters as well as the efficient and effective management of the financial resources of the WURI project. The overall objective of the project is to increase the number of persons in participating countries who have government-recognized proof of unique identity that facilitates their access to services. The specific objective of the regional intervention component of the project is to enhance and foster inter-agency collaboration and strengthen regional engagements with the aim of facilitating regional dialogues on mutual recognition of foundational ID systems across the region. **ROLE AND RESPONSIBILITIES** * Overall function for project budget and financial operations in accordance with the World Bank accounting and financial policies, processes, procedures~~,~~ rules and regulations and ECOWAS internal control mechanisms as applicable;
* Ensure best accounting practices and adequate control over the assets of the project;
* Ensure compliance with accounting and financial procedures in the preparation of accounting documents and financial reports;
* Extract data and prepare all periodic budget and financial performance reports, undertake forecasts for the World Bank and ECOWAS management teams and ensure proper financial control and audit;
* Manage and ensure that all financial activities leading to preparation of final accounts are carried out in proper manner, including preparation of Bank Reconciliation, recording and management of Assets, recording and management of Receivables and Payables, as well as Inventory Control;
* Ensure proper documentation, create and maintain all vendor master records in the financial system, service vendor claims and review/reconcile vendor statements on a regular basis;
* Ensure timely processing and settlement of claims and expenses and proper filing of all supporting documents relating to the project finances;
* Scrutinize supporting documents for completeness, accuracy and validity of requests in line with applicable policies, procedure, rules and regulations;
* Assist in the review and analysis of various accounting data;
* Retrieve and furnish all relevant vouchers and details for internal and external audits;
* Monitor project finances, liaise and timely follow-up with the World Bank for funds requests and releases for the project operations;
* Address all queries and follow-ups on project finance matters;
* Undertake duty travel when necessary;
* Perform any other duties as may be assigned by the supervisor.

**ACADEMIC QUALIFICATION AND EXPERIENCE*** Bachelor’s degree in Finance, Accounting or Business Administration from a recognized University.
* Professional qualifications such as ACCA, ACA and CPA is an advantage.

**Experience*** Five (5) years of progressively responsible experience in a complex organizational environment, in budget formulation, financial monitoring, accounting and financial reporting, of which at least 2 years relevant international work;
* Demonstrated practical knowledge of relevant financial accounting principles and concepts to perform tasks in accordance with the generally accepted Accounting Principles and Standards of relevance to public sector and multilateral financial organizations;
* Possess cognate experience with highly integrated accounting systems and use of financial reporting tools. Knowledge of SAP software will be an advantage.
* Possess strong knowledge and experience with internal controls, audits, budgets preparation and administration of financial resources;
* Possess strong written and oral communication skills in English. Knowledge of an additional official languages of ECOWAS (French or Portuguese) will be an advantage.

**KEY COMPETENCIES*** Analyses complex and evolving circumstances, implements programme plans and delivers results- and clients -oriented solutions in a credible and timely manner that anticipates programme and clients’ needs and mitigates issues sensitively;
* Excellent self-management skills, demonstrating ethics and integrity, confidentiality and displaying due regards for internal controls of rules, delegations and transparency;
* Work in a collaborative, collegial and objective manner within teams and across boundaries, promote the exchange of ideas and open dialogue with a view of resolving conflicts regardless of differences, while being diplomatic, tactful and respectful of people;
* Ability to apply appropriate technological solutions to plan, organize and control resources. Adhere to regular reporting schedules, monitor and evaluates performance and take proactive remedial actions as required, while giving attention to details.
* Fluency in oral and written expressions in English language and the ability to articulate complex messages and ideas in a clear, concise, creative and lively manner. Fluency in French is desirable.

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