TERMS OF REFERENCE FOR PROJECT FINANCE OFFICER

1. Background

The African Tax Administration Forum (ATAF) is a platform for promoting and facilitating mutual co-operation among African Tax Administrations and other relevant and interested stakeholders with the aim of improving the efficacy of their tax legislation and administration. ATAF’s objectives are: (i) developing a sustainable, member-orientated African organisation on tax matters; (ii) fostering efficient and effective African tax administrations; (iii) driving the knowledge hub on African tax matters and (iv) informing and influencing the regional and global dialogue as the African voice in the field of taxation.

The ATAF Secretariat, with funding from the African Development Bank (AfDB) would like to procure the services of a Project Finance Officer for the (Regional Institutional Support Project on Public Financial Governance (RISPFG)

2. The Objectives of the Assignment

The objective of the assignment is to manage the finance activities under the project in adherence to the African Development Bank finance procedures and guidelines, including the planning, organising and controlling of the day-to-day activities of ATAF accounting section to ensure the timely, accurate and secure processing of accounting information and the preparation of ATAF accounting reports and statements in accordance with laid down rules and procedures. The Project Finance Officer will have to comply with International Financial Reporting Standards and ATAF policies and procedures.

3. Duties and Responsibilities

The Project Finance Officer will be responsible for the management of Project finance activities as part of the Project implementation arrangement, in accordance with AfDB finance procedures and guidelines. The Project Finance Officer shall, inter alia, undertake the following tasks:

(a) Preparing monthly and periodic analysis and reports of expenditure and revenue against budget and establishes reasons for variances.

(b) Processing and resolving unmatched reports and prepare necessary journal entries to balance and reconcile the respective accounts for reconciliation.

(c) Checking and reviewing creditors’ payments to ensure that matching documentation is accurate, and payments have been authorised in accordance with procedures.

(d) Liaising with user departments on matters arising out of creditors’ payments and resolves queries relating to purchase orders and other internal processes and
procedures.
(e) Assist in negotiating payment discounts to benefit ATAF.
(f) Liaising with Management on matters relating to expenditure and resolves queries at a technical level.
(g) Oversees the cashbook – checking cost allocations in cashbook batches, checking bank reconciliations, resolving bank queries.
(h) Making general ledger adjustments through journals, perform all general ledger reconciliations and review the trial balance.
(i) Assist in the implementation of internal controls and audit recommendations
(j) Performs a wide range of professional accounting duties in the analysis, preparation and maintenance of financial reports.
(k) Provide support in the Budgeting and Planning processes.
(l) Monitoring implementation of obligations by the Development Partners.
(m) Periodic reporting to the Development Partners.
(n) Any other duties as requested by the Advisor to the Executive Secretary’s Office

4. **Key Performance Areas**
   a) Accuracy of accounts and compliance with deadlines
   b) Compliance with accounting systems and procedures
   c) Security and integrity of data
   d) Minimise audit queries
   e) Management of relationships in business divisions
   f) Project financing management

5. **Qualification and experience**

The Project Finance Officer will have experience in managing finances, preparation of financial reports for audits and project management. Working experience of at least five years executing finance functions will be required. Experience, educational and professional qualifications will include:

- A Bachelor’s Degree in Accounting from a recognised institution or any related field
- Minimum of 5 years’ experience in managing accounts, Tax, VAT, ideally within an international or African organisation.
- Ability to work with accounting software packages (MS NAV) is essential.
- Excellent skills in project management, written and oral communications, and teamwork demonstrated in previous jobs.

**Added Advantages**
• Work experience on donor funded projects
• A professional qualification in Accounting from recognised institutions (such as the Association of Chartered Certified Accountants (ACCA))

6. Competences
   a) Analytical and problem-solving skills
   b) Attention to detail and high level of accuracy
   c) Computer literacy
   d) Communication – Technical focus
   e) Excellent interpersonal skills

7. Duration of the assignment

The assignment is for eight (8) months from 1 February 2021 to 30 September 2021

8. Reporting Arrangements and Requirements

The Project Finance Officer will be reporting to the Finance Manager.

9. Facilities to be provided by the client

The following shall be provided by the client: office space, furniture, office equipment, communication, and internet facilities. For all travel related assignments, the Project shall provide transport and other related travel expenses (per diems etc.)