



Expression of Interest

Selection of an individual consultant

Accountant

Reference : ARAA/RRSA/2019/PI/02
Date of publication : 29 JAN 2019
Deadline for filing : 13 FEV 2019
Duration de The Mission : Three (03) months
Number of years of experience : 5 Years

I- Context

The Regional Agency for Agriculture and Food (RAAF) created by the ECOWAS Commission through Regulation C/REG.1/08/11 with a mandate to “Ensure the technical implementation of programs and regional investment plans and contribute to the operationalization of the ECOWAS agricultural policy, by working with regional institutions, agencies and stakeholders with proven expertise”.

It thus, ensures the implementation of certain projects and programs, including ECOWAS Food Security Storage Support Project in West Africa, funded by the French Agency for Development (AFD) acting as delegate of the European Union, for the component 1,2, and 3 and the Spanish Agency of International Cooperation for Development (AECID) for component 5.

In order to support the 'Administration and Finance' Division in the accounting management of the food security storage support project in West Africa, the Regional Agency for Agriculture and Food (ARAA) is recruiting an accountant-consultant.

II- Duties

Under the coordination of the ARAA Executive Director and the supervision of the Head of the Administration and Finance Division, the accountant-consultant will be responsible for:

- Enter and file accounting documents of the project's
- Prepare payroll and follow up;
- Ensure budget monitoring of the project;
- Prepare, consolidate and implement the annual budget of the project and those of projects promoters selected through calls for proposals
- Oversee the day-to-day financial activities of the project;

- Implement adequate internal controls to secure assets and liabilities of the project;
- Prepare monthly, quarterly and annually the report of budget execution for the Head of Administration and Finance;
- Prepare annual financial statements for internal and external auditors;
- Prepare and coordinate audits of funded field projects;
- Coordinate inventory and asset valuations at end of the year;
- Ensuring the availability of funds on time to oversee the disbursement of funds for suppliers / consultants and stakeholders;
- Prepare financial statements for the project steering committee and the donor;
- Organize meetings, workshops and conferences;
- Ensure the implementation of audit recommendations and the steering committee;
- Prepare advance requests to different donors
- Provide other tasks assigned by the Head of Administration and Finance of the ARAA.

III- Qualifications / Experiences

- Must have a university degree in accounting and finance or in management, ACCA /CPA qualification or equivalent certification/training in a relevant field;
- Have a minimum of 5 years of relevant experience in the field of accounting and management as an accountant;
- Have solid experience in the accounting management of donor's funds.

IV- Skills

- Have a solid knowledge of accounting;
- Have a good knowledge of accounting standards;
- Have a good knowledge of accounting management software;
- Having knowledge of SAP software would be an asset;
- Knowledge of relevant international accounting standards including IPSAS (International Public Sector Account Standard);
- Ability to prepare budgets and coordinate its implementation and execution;
- Ability to work in a multicultural environment;

V- Language

Must speak and read fluently one of the official languages of ECOWAS: English, French and Portuguese. A working knowledge in one of the other two languages would be an advantage.

VI- Location and duration and start of the mission

The consultant will be based in Lomé In Togo, at the headquarters of the regional Agency for Agriculture and food. The duration of the mission is three (03) months according to availability of funds and after evaluation. The assignment will start within two weeks after contract notification.

VII-Applications

The application package is made up of:

- A letter of expression of interest, including the period of availability;
- A recent curriculum vitae detailing the work experience and similar assignment;
- Three professional references (names and forenames, current functions, functions at the time of collaboration with the Consultant, email and telephone contacts);
- Certified copy of the highest degree;
- Certificate of employment or assignment completion mentioned in the CV.

VIII- Submission of applications

Interested candidates should send their applications to the following address, not later than **13 FFV 2019** by 12 h noon:

Regional Agency for Agriculture and Food (RAAF)

83, Rue de la Pâtur, Lomé Togo (sealed envelope « Accountant-Consultant /RAAF »)
procurement@araa.org

With object: " Accountant -Consultant /RAAF "

IX- Selection method

A Consultant will be selected according to the qualification-based selection method as defined in the ECOWAS procurement Code. An interview session may be organized with a short List of consultants.

The Executive Director



SALIFOU Ousseini

