

TERMS OF REFERENCE FOR PROJECT ACCOUNTANT

RURAL LIVELIHOODS' ADAPTATION TO CLIMATE CHANGE IN THE HORN OF AFRICA II (RLACC II) SOMALIA FUNDED BY AFRICAN DEVELOPMENT BANK/ GLOBAL ENVIRONMENT FACILITY (GEF)

1. Introduction

IGAD is one of the Regional Economic Communities (RECs) of the African Union. IGAD was initially created in 1986 as the Intergovernmental Authority on Drought and Development (IGADD) to coordinate the efforts of the Member States in combating desertification and promoting efforts to mitigate the effects of drought. Whereas IGAD Climate Prediction and Applications Centre (ICPAC) is a Specialised Institution of IGAD with the mission fostering climate services and knowledge to enhance community resilience for prosperity in the Greater Horn of Africa.

The creation of ICPAC highlights the importance of understanding drought in development planning in the GHA and also implies the wider responsibility for early warning, climate related risks and the implications of climate change. The centre is mandated to provide timely climate early warning information and support specific sector applications to enable the region cope with risks associated with climate variability and change, and also provide climate applications for poverty alleviation, environment management and sustainable development. ICPAC now serves eleven countries, including eight IGAD members namely, Djibouti, Eritrea, Ethiopia, Somalia, Sudan, Kenya, Uganda and South Sudan as well as other beneficiary countries of Tanzania, Rwanda and Burundi.

2. Project Background

The Rural Livelihood's Adaptation to Climate Change in the Horn of Africa – Phase II (RLACC II) is a multinational program that covers Somalia and Sudan. The program is country-driven and will be implemented through two Country Projects in Sudan and Somalia.

The Somalia project targets Puntland (Bari and Nugaal regions), Somaliland (Awdal region) and South Somalia (Galguduud and Hiiraan regions).

The project is expected to improve the resilience of pastoral and Agro-pastoral communities to climate change in the HoA through: (i) introducing of adaptation strategies to reduce the negative impacts of climate change and strengthen the capacity of pastoral/Agro-pastoral households to cope with climatic hazards, (ii) enhancing the capacity of communities to not only absorb shocks, but to also effectively adapt their livelihoods to harsher climatic conditions, (iii) helping pastoral and Agro-pastoral households manage drought risks, (iv) supporting community-led initiatives to protect,

conserve and restore natural resources in a sustainable and climate-resilient manner, (v) strengthening the participation of pastoral communities in planning and implementing activities pertaining to their development.

3. Project development goal: Enhance pastoralists livelihoods through climate change resilient infrastructures and capacity building of communities and government institutions

The project has secured a grant for a period of four years from the African Development Bank, Global Environment Facility (AfDB/GEF) and some of the money will be used to establish a Project implementation unit with the Positions of Project Coordinator, Climate Change Adaptation Expert, Accountant, Monitoring and Evaluation Officer, Procurement Officer and Administrative Assistant.

It's against that background that ICPAC seeks to recruit for the position of Project Accountant to support the implementation of the project.

4. Objective of the position

The Project Accountant will be responsible for the overall management of the project financial transactions. The objective of the assignment is to increase the efficiency of the processing of accounting as part of the Project Management Unit to provide all the necessary support in financial management to the project through the provision of high-quality services.

5. Tasks and responsibilities

- Processes accurately and promptly all accounting transactions in the coordination unit, including payroll, operating expenses, travel, consultant payments, vendor payments, charge backs and other office running expenses.
- Prepare and file disbursement applications in compliance with the AfDB, disbursement procedures and processes.

- Perform regular bank account reconciliations, taking appropriate action to correct discrepancies between the Project and Bank records.
- Keep relevant documents and invoices systematically to fully support the accounts;
- Performs monthly bank account reconciliation and reviews cash flow and replenishment needs of the Project management Unit.
- Prepare payment vouchers after careful verification of the supporting documents and prepare cheques against approved payment documents,
- Effect timely payments and resolve accounting related issues of the Project;
- Assist in the planning aspect and preparation of annual budget and ensure in the monitoring budget and expenses;
- Ensure that recommendations by Bank missions, internal and external Auditors are timely and properly implemented

- Ensure IGAD/ICPAC internal control procedures are adhered with;
- Assist in the preparation of withdrawal applications of funds from the African Development Bank as well ensuring regular procedures;
- Issue receipts/acknowledgements for funds received from the Bank.
- Prepare batches/input forms for approval and post it in the computer.
- Reconcile the General Ledger and fund accounts.
- Generate and Submit regular and ad-hoc financial reports to the ICPAC's Finance and Accounts Unit.
- Analyze receivables and other suspense accounts for clearance on a quarterly basis.
- Issue fuel coupons as per the instruction given by the Coordinator/Financing and Accounting Officer.
- Maintain proper files and records for the following;
 - Payment vouchers and receipts copies.
 - Cheque book register for various bank accounts
 - Computer back files as per the operating manual
 - Unused fuel coupons
 - Payroll files of the staff.
 - Up-to-date asset register.
- Assist in the preparation of quarterly Interim financial reports and the timely submission of the same to the head of Finance and accountants at ICPAC
- Assist the head of Finance and Accountants at ICPAC in the preparation of annual financial reports.
- Assist in the follow up of project advances and timely liquation of advances
- Ensure that annual Audits of the Project accounts are being undertaken by Auditors and facilitate submission of the Audit Reports to the Bank in consultation with the PC, within six months after the end of each financial year.

- Assist in the project audit by external auditors as well as internal auditors
- Undertake any other duties, related to the Project accounting, that may be assigned by the Project Coordinator.

6. Required Qualifications and Experience

The applicant should possess the following;

- Bachelor degree in finance management or Accounting from a recognized Institution,
- Professional Accountancy Qualification CPA, ACCA from a recognized professional body,
- A minimum of five years' work experience in executing functions as accountant in international or regional organizations,
- Knowledge and experiences of computerized accounting systems,
- High level of personal and professional integrity with strong analytical skills and ability to function well in a multi-cultural environment,
- Ability to deal sensitively and build effective working relations with clients and colleagues,

- Detailed understanding of International Accounting Standards (or equivalent), knowledge of AfDB or other Development Partners financial management rules accounting procedures will be an added advantage
- Strong communication skill with ability to prepare, present and discuss findings in written and oral form, and
- Demonstrated skill in computer application and use of software programs is an essential requirement.

7. Reporting

The Selected candidate will report to the Project Coordinator. The immediate Supervisor on technical matters will be the head of Financing and Accounts at ICPAC. The Head of Finance and Administration will also provide overall guidance on financial management matters.

8. Remuneration

Negotiable within the IGAD salary Scale and policy which is attractive based on the applicant qualifications and Experience.

9. Contract Duration

Two (2) years (1 Year, Renewable, Performance Based Contract)

10. Work Station

The Project Accountant will be based in Nairobi Kenya with frequent travels to Somalia.

11. How to Apply

Send your Cover Letter, Detailed Curriculum Vitae and Scanned Copies of Certificates to the following Address:

IGAD Climate Prediction and Application Centre (ICPAC)
Kenya Meteorological Department Compound
Ngong Road, Dagoretti Corner
Nairobi, Kenya
P.O. Box 10304 GPO 100 Nairobi, Tel (+254) 20-3514426,
Email: director@icpac.net
Web site: www.icpac.net