



VACANCY ANNOUNCEMENT

DFID WISER Support to the IGAD Climate Prediction and Applications Centre (ICPAC) - W2-SIP

Terms of Reference of Project Accountant

POSITION: PROJECT ACCOUNTANT

1. Background Review as per Project Document

In the light of recent severe drought in the region (2010/11 and 2016/17) as well as flood episodes (October -December 2015) and the associated devastating impacts on socio-economic systems, lives and livelihoods, there is heightened need to strengthen the capacity of the IGAD Climate Prediction and Applications Centre (**ICPAC**) as a regional hub for coordination and supporting national climate monitoring and as a provider of regional predictions on ten day, monthly and seasonal timescales as well as climate change projections for adaptation. The WISER Support to ICPAC (W2-SIP) project aims to strengthen the capacity of ICPAC to deliver wide-reaching, usable, new, improved weather and climate products and services anchored on principles of coproduction and user engagement that cascade down to national and sub-national levels and regional user stakeholders. It contributes to enhancing the resilience of poor people and of economic development to weather and climate related shocks. The **W2-SIP** project has four outputs. **Output1:** Improved data access and production systems through partnership development with NMHS's, GPCs and academic institutions. **Output 2:** Improved co-production processes integrated into ICPAC operational activities to develop user-relevant products and services. **Output 3:** Improved access and uptake of co-produced weather / climate services for decision making at regional and national levels. **Output 4:** New proposals to complement WISER outputs developed.

2. Objectives

The main desired impact of the W2-SIP project is to enhance community resilience and prosperity of ICPAC Member states by fostering climate services and knowledge. The project contributes to the desired impact by achieving its stated outcome of increased use of co-produced reliable weather and climate services to inform regional and national policy and decision making. The project outputs will increase the number of people in user and producer organizations trained in development, co-production and use of climate services and number of regional and national organizations with new and improved data/services access, new and upgraded technology, new and improved co-produced products and services and reporting on uptake of co-produced weather and climate services.

The project activities will strengthen the capacity of ICPAC and National Meteorological and Hydrological Services (NMHSs) to deliver value added and coproduced climate services at various time scales. Through a multi-stakeholder co-production approach, climate products will be transformed into decision ready information and advice for key sectors, targeted to reach the most vulnerable and marginalised groups and communicated through a range of channels determined with regional users. ICPAC's capacity to be a knowledge and learning hub on user centred co-production and knowledge brokering in climate services will be strengthened. ICPAC staff will gain increased skills in co-production approaches including facilitation skills for co-producing climate services with users and providing learning platforms and training to NMHS on user centred co-production approaches as well as integration of GHACOFs to ensure consensus forecasts are responsive to user requirements.

3. Duties and Responsibilities

The Duties and Responsibilities of Project Accountant include:

- a) Processes accurately and promptly all accounting transactions in the Project Implementation Unit, including payroll, operating expenses, travel, consultant payments, vendor payments, charge backs and other office running expenses.
- b) Obtain and consolidate reports from partners for submission to the Project Fund Manager by 5th day of the following month after end of Each quarter.
- c) Keeps relevant documents including time sheets and invoices systematically to fully support the accounts.
- d) Prepare detailed and transparent meeting budgets and share with fund manager to obtain a prior approval well in advance of the meetings.
- e) Performs monthly and quarterly bank account reconciliation and reviews cash flow and replenishment needs of the Project Implementation Unit.
- f) Prepare payment vouchers after careful verification of the supporting documents and prepare cheques against approved payment documents.
- g) Effect timely payments and resolve accounting related issues of the Project;
- h) Assist in the planning aspect and preparation of annual budget and ensure in the monitoring budget and expenses.
- i) Ensure IGAD/ICPAC internal control procedures are adhered with as well as DFID procedures as outlined in the grant agreement.
- j) Assist in the preparation of Advance replenishments of funds from the DFID regularly following DFID procedures;
- k) Issue receipts/acknowledgements for funds received from the DFID.
- l) Reconcile the General Ledger and fund accounts.
- m) Generate and Submit regular and ad-hoc financial reports to the ICPAC's Finance and Accounts Unit.
- n) Analyze receivables and other suspense accounts for clearance on a quarterly basis.
- o) Maintain proper files and records for the following;
 - Payment vouchers and receipts copies.
 - Cheque book register for various bank accounts
 - Computer backup files as per the operating manual
 - Payroll files of the staff.
 - Up-to-date asset register.
- p) Assist the head of Finance and Accountants at ICPAC in the preparation of annual financial reports.

- q) Assist in the follow up of project advances and timely liquation of advances from partners.
- r) Assist in the project audit by external auditors as well as internal auditors.
- s) Perform other duties as may be assigned by the Director of ICPAC.

3. Responsibility

The Project Accountant will report to the Project Manager. Immediate Supervisor on technical matters will be the head of Finance and Accounts at ICPAC. The Head of Finance and Administration will also provide overall guidance on financial management matters.

4. Minimum Qualifications

- a) Bachelor degree in finance management or Accounting from a recognized Institution,
- b) Professional Accountancy Qualification CPA, ACCA from a recognized professional body,
- c) A minimum of five years' work experience in executing functions as an accountant in international or regional organizations,
- d) Knowledge and experiences of computerized accounting systems,
- e) High level of personal and professional integrity with strong analytical skills and ability to function well in a multi-cultural environment,
- f) Ability and willingness to deal sensitively and build effective working relations with Partners, clients and colleagues,
- g) Familiarity with the DFID Accounting and Procurement Guidelines is an added advantage,
- h) Strong communication skill with ability to prepare, present and discuss findings in written and oral form, and
- i) Demonstrated skill in computer application and use of software programs is an essential requirement.

5. Language Skills

Proficiency in English Language is required, and French language skill is an asset

6. Functional Responsibility

Though the Project Accountant reports to the Project Manager, the Accountant will work closely with Finance and Accounting Officer at ICPAC who handles overall project financial management.

7. Duration

The duration of the assignment will be two (2) years.

8. Remuneration

As per IGAD Project salary scale and policy which is attractive based on applicant's qualification and experience.

9. Work Station

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

10. How to apply

Send the following

1. Application Letter,
2. Detailed Curriculum Vitae,
3. Scanned Copies of academic and work experience evidences

to the address above or by e-mail to the following address: ahusseini@icpac.net with copy to jkubo@icpac.net not later than Friday 27th April 2018 1:00 p.m.