



The Forum for Agricultural Research in Africa VACANCY Announcement

Accounts Assistant: Ref: FARA/adv/Acc-Assistant/2011

FARA is the apex organization for agricultural research for development in Africa. The FARA Secretariat is the lead institution for Pillar IV of NEPAD's Comprehensive Africa Agriculture Development Programme (CAADP) which encompasses agricultural research and technology dissemination and adoption. FARA works closely with sub-regional organizations (SROs) and national agricultural research and extension systems to ensure effective implementation of CAADP activities.

FARA is seeking to recruit a highly qualified Accounts Assistant to join its Finance team of six, headed by Director, Finance.. The Accounts Assistant shall report to the Financial Controller and shall perform among others the following duties and responsibilities:

Key Responsibilities

Accounting Operations

- Processing of all disbursements
- Ensuring proper coding of all vouchers and forms raised by FARA staff
- Making data entries into Sun System

Budgeting

- Providing price information on items regularly purchased by FARA to the Finance team during budgeting process.

Bank and Cash Management

- Handling banking and cash transactions for meetings and other FARA activities
- Assisting with preparation of Bank reconciliations and participating in the preparation of Bank reconciliation statements.

External Audits

- Actively participate in the preparation of external audits, both the FARA annual audits as well as donor specific audit requests.
- Implementing as agreed; required audit recommendations.

Assets and Property Management

- Assisting the procurement Unit with replenishment of office supplies.
- Keeping proper and up-to-date store records on all FARA assets and in particular the consumable stores.
- Under the supervision of the FARA Accountant – Operations, ensuring that all FARA assets are recorded in the Assets Register and marked with permanent engraved numbers for security purposes.

Cost Recovery Management

- Supporting the Finance team in the implementation of sound Cost recovery system at the FARA Secretariat
- Any other duties as required.

Any other duties assigned from time to time

Required

BSc degree in Accounting, Business Administration or related field. Part-professional Accounting Qualifications in CPA, ACCA or equivalent. Over three (3) years of working experience in financial/project administration & management, preferably within an international organization. A bias on the development and implementation of sound internal controls systems, multi-currency financial

reporting and multiple donor liaison will be an added advantage. Good working knowledge of computerized accounting systems. Experience of Sun Accounting system is an added advantage,.

Compensation

This recruitment is pegged on full time General Service Staff salary and benefits.

Applications

Please send (via e-mail) comprehensive curriculum vitae, together with the names, addresses, e-mail/Skype addresses, telephone and fax numbers of three referees to:

Dr. Monty P. Jones, Executive Director, FARA, PMB CT 173, Cantonments, Accra, Ghana; Email: ed@fara-africa.org; Fax: +233 0302 773676 Applications will be accepted up to **06th March 2011**.

NB

Please quote the vacancy reference code in your application to this job. Only shortlisted applicants will be contacted