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| **VACANCY ANNOUNCEMENT-**  **SENIOR ACCOUNTS ASSISTANT- 03/23** | |
| **Position:**  **Senior Accounts Assistant** | |
| **Reports to** | Accountant |
| **Required Experience** | At least eight (8) years of relevant professional experience in financial accounting, financial reporting at a national or regional organization. |
| **Organisation** | International Conference on the Great Lakes Region (ICGLR) Secretariat |
| **Languages** | English is mandatory; Working knowledge of French, Portuguese, Arabic and/or Kiswahili will be an added advantage. |
| **Eligibility** | Local staff/Burundian citizen |
| **Opportunity type** | Contract – Five (5) years with a probation period of six (6) months, renewable subject to good performance and other factors. |
| **Expected start date** | October 2023. |
| **Salary scale** | GS3 |
| 1. **BACKGROUND**   The International Conference on the Great Lakes Region (ICGLR) is an inter- governmental organization composed of 12 Member States (MSs) from the Great Lakes Region, which was  set up in 2006 with the assistance of the African Union (AU), United Nations (UN) and bilateral donors. ICGLR Member States include Angola, Burundi, Central African Republic, Democratic Republic of Congo, Republic of Congo, Kenya, Rwanda, South Sudan, Sudan, Tanzania, Uganda and Zambia.  The ICGLR is headed by the Summit of the Heads of State and Government and assisted by the Regional Interministerial Committee (RIMIC) composed of Ministers of Foreign Affairs of the 12 Members States.  The ICGLR Secretariat headquarters is based in Bujumbura (Burundi) with Regional Centers in Kampala (Uganda), Lusaka (Zambia) and Goma (DRC).  The ICGLR aims to implement the *Pact on Security, Stability and Development* which sets an ambitious agenda "to transform the region into a space of sustainable peace and security and development. Key Programs of ICGLR include: (i) Peace and Security; (ii) Democracy and Good Governance; (iii) Economic Development and Regional Integration; (iv) Gender, Women and Children; (v) Humanitarian and social issues and (vi) cross-cutting issues. | |

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| **2. MAIN FUNCTION**  The role of the above position is to produce and consolidate financial reports of the ICGLR and its affiliated institutions, to produce financial analysis reports, with key recommendations and advice to the Director of Administration and Finance through the Accountant; to develop and implement procedures and systems; to coordinate the preparation and submission of statutory financial statements in accordance with accounting standards to meet audit standards, adopted management procedures and international Public Sector Accounting Standards. |
| **3. SPECIFIC TASKS/DELIVERABLES**  Under supervision of the accountant, he/she will handle the following duties:   * Manage and maintain financial reporting requirements including preparation of income statements, balance sheets, cash flow statements and notes to the accounts. * Undertake financial analysis and consolidation of the financial reports of the various regional centers with those of the secretariat for reporting to management, the governance bodies, auditors, and other stakeholders. * Complete complex financial statement reconciliations and coordinate per month, per quarter, half year and to implement year-end processing and closure procedures, including production of the monthly, half-yearly and annual close-off for transactions and period-end reports. * Work collaboratively with internal and external auditors to ensure successful audits, risk management and internal control systems.   **4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES**   * University degree or equivalent qualification from a recognized institution in Accounting/Finance. Candidates with postgraduate or professional accounting (ACCA, CPA etc.) qualifications will be an added advantage. * At least 8 years of relevant professional experience in financial accounting, financial reporting at a national or regional organization. Those with experience in financial accounting and reporting in international/regional organizations will have an added advantage. * Demonstrated experience and knowledge in the production of monthly, quarterly, and yearly financial statements is essential. * Excellent experience and proven skills in writing analytical reports. * Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect for diversity. * Verifiably high-level skills in Microsoft programs (word, excel, PowerPoint etc.). * Knowledge of Sage 300 accounting system or any other accounting system. * Fluency and eloquence in both English and French is essential. Working knowledge of Portuguese, Arabic and/or Kiswahili is an advantage.   **5. APPLICATION SUBMISSION GUIDELINES**  Interested candidates who meet the qualifications and experiences requirements of the  above position are required to address their applications to the Executive Secretary of  the International Conference on the Great Lakes Region (ICGLR).  38, Boulevard du Japon, B. P. 7076, Bujumbura, Burundi  Tel: + 257 22 25 6824/5/7/9, Mob +257 79 344 901.  All applications should be sent to the following Email adresses: [jobs@icglr.org](mailto:jobs@icglr.org)  with a copy to [abdoulaziz.sulubu@icglr.org](mailto:abdoulaziz.sulubu@icglr.org) and hmungyereza@icglr.org.  The application package shall include the following:   * Detailed Curriculum Vitae; * Motivation or covering letter; * Certified copies of relevant academic certificates; * Names and contact details of three (3) referees; * Copy or scan of National Passport or National Identity Card showing   your photograph, date of birth and nationality;   * Candidates should indicate   the position/title on the subject line.  Deadline: Applications should be submitted not later than, 5th September 2023  Please note:   1. Applications which do not indicate nationality and age; or have no copy of a passport   or National Identity Card or birth certificate, covering letter and certified copies  of relevant documents will be disqualified.  (b) **All applications shall be submitted electronically, and no hard copies will be accepted.**  (c) ICGLR is an equal opportunity employer and does not require candidates to pay  any money at any stage of the recruitment process.  (d) ICGLR offer an attractive fixed salary and benefits package of similar positions in regional/international organizations  (e) Invitations for interviews will be done in writing to only shortlisted candidates. If you don’t receive a response from us for interviews within one month from the date of the deadline, please consider that your application was not successful.  (f) Female candidates are encouraged to apply. ICGLR is highly committed to  gender balance. |

**For the Executive Secretary**