

AFRICAN UNION

الاتحاد الأفريقي



UNION AFRICAINE

UNIÃO AFRICANA

Addis Ababa, Ethiopia P. O. Box 3243 Telephone: 011 551 77 00 Fax: 011 551 78 44 Website: www.au.int

GENERIC JOB PROFILE

1. POST

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| Job Title: | Finance Officer |
| Grade: | P2 |
| Section: | Programming, Budgeting, Finance and Accounting |
| Duty Station: | Field Mission |

2. JOB PURPOSE

To assist in the management of financial services including budgeting, accounting, cash management, payments and contracts management.

3. MAIN DUTIES AND RESPONSIBILITIES

Within delegated authority, the Finance Officer will be responsible for the following duties: *(These duties are generic and may not be carried out by all Finance Officers.)*

- Prepares allotments, including redeployment of funds when necessary, ensuring appropriate expenditures.
- Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged, and (b) availability of funds.
- Administers and monitors extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Assists in the preparation of budget performance submissions.
- Reviews and assists in finalization of budget performance reports, analysing variances between approved budgets and actual expenditures.
- Monitors budget implementation and recommends reallocation of funds as necessary.
- Monitors expenditures to ensure that they remain within authorized levels.
- Reviews, analyses and assists in the finalization of cost estimates and budget proposals.
- Assists managers in the elaboration of resource requirements for budget submissions.
- Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to programme and/or peacekeeping budgets, ensuring compliance with

- intergovernmental recommendations and decisions as well as with African Union policies and procedures;
- Performs other related duties, as assigned.

4. REQUIRED COMPETENCIES

Professionalism

Ability to identify and resolve budgetary problems and identify sources for data collection. Demonstrates professional competence and mastery of subject matter. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning& Organizing

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Stakeholder Engagement

Considers all those to whom services are provided to be “stakeholders” and seeks to see things from stakeholders’ point of view; establishes and maintains productive partnerships with stakeholders by gaining their trust and respect; identifies stakeholders’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the stakeholders’ environment to keep informed and anticipate problems; keeps stakeholders informed of progress or setbacks in projects; meets timeline for delivery of products or services to stakeholder.

5. EDUCATION

A first-level university degree in business administration, finance, or related field.

6. EXPERIENCE

Minimum three years progressively responsible experience in finance, budget or related area.

7. LANGUAGES

Fluency in one of the official languages of the African Union

8. GENDER MAINSTREAMING

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.