

Terms of Reference

Position Information
<p>Job Title: Project Accountant Duty Station: Abuja, Nigeria Reports to: Project Director, Administrative and Finances Manager Duration: 52 Months with a 03 Months probatory period</p>
Organizational Context
<p>The European Centre for Electoral Support (ECES) is a not for profit private foundation headquartered in Brussels a global remit. ECES promotes sustainable democratic development through the provision of advisory services and operational support in favor of all electoral stakeholders, including electoral management bodies, civil society organizations dealing with civic & voter education and election observation, political parties and parliaments dealing with electoral reforms, media, security forces and legal institutions dealing to electoral dispute resolutions. ECES holds the Vice Presidency of the European Partnership for Democracy (EPD), the most important network of European civil and political society organisations working on democracy assistance. It is composed by 14 members from 11 EU Member States. EPD is the first Community of Practice on democracy assistance operating at the EU level advocating for a stronger presence of democracy support on the EU agenda. In this context, ECES and EPD have jointly crafted a strategy called "A European Response to Electoral Cycle Support - EURECS", an innovative delivery mechanism to implement electoral and democracy assistance activities that are consistent with European values and EU policies.</p> <p>Since February 2012, ECES has signed over 60 contracts in support of transparent, credible and cost-effective electoral processes and the strengthening of democratic institutions in more than 35 countries mainly, but not only, in Africa and Middle East. In addition to that, the founders and personnel of ECES have acquired extensive field experience and, taken together, ECES can count on a specific knowledge and a well-established network in over 70 countries around the world. The EU is by far the largest ECES' donor, however the organization has also signed contracts and partnered with many other organisations.</p>
Project's context
<p>The project EU-SDGN – Support to Independent National Electoral Commission of Nigeria is meant to complement the efforts of the Government to improve and strengthen democracy, especially with regards to the 2019 general elections. Within the 11th European Development Fund (EDF), national authorities renewed their commitment to cooperate in the pursuit and achievement of the objectives foreseen in the EU Support to Democratic Governance in Nigeria (EU-SDGN) 2016 – 2020 Project. The project, EU-SDGN – Support to INEC is part of a broader EU programme in Nigeria of five components as follows: Support to INEC; Support to the National Assembly; Support to Political Parties; Support to Media; and Support to CSOs. The project contributes to the reinforcement of democracy in Nigeria through building strong, effective and legitimate democratic institutions. In particular, the projects aims to 1) enhancing the capacities of the INEC and other electoral stakeholders to deliver effectively; 2) strengthening INEC's strategic planning, policy framework and operational capacity; 3) enhancing INEC's internal communication and strengthening the institutional mechanisms to engage with stakeholders. The design of the EU-SDGN project was undertaken in close cooperation with all relevant electoral stakeholders in Nigeria, taking into account the findings and recommendations of the latest EU EOM, as well as INEC internal review and report on the 2015 general elections. Furthermore, the project is built upon European Response to Electoral Cycle Support Strategy.</p>
Functions / Key Results Expected

Under the supervision of the Project Director and of the Executive Director of ECES and under the guidance of the Administration, Finance and Operation Manager , the Project Accountant will have the following specific responsibilities and will provide the following deliverables:

- Work in close collaboration with the Administration, Finance and Operation Manager t to oversee the establishment and proper maintenance of the finance and accounts in accordance with ECES and donor’s financial rules and procedures;
- Support the Administration, Finance and Operation Manager and the Administration and Finance Assistant in project budget monitoring and revision;
- Contribute to annual and periodic project’s budget plans
- Daily maintain the finances journal (Cash and Bank books)
- Receive invoices and check that all supporting documentations are provided
- Operate the module LOGISTICS of ECES ERP (Enterprise Resource Planning) software;
- Prepare, implement and review the funding of the budget and actual annual cash flows and ensure adequate follow up;
- Maintain petty cash transactions, including writing receipts, preparing payment request forms, disbursement of cash and clearance of advances;
- Under the supervision and upon approval of the Administration, Finance and Operation Manager, operate banking transactions related to the project, including preparing bank transfer requests, submitting them to the bank, monitoring transfers and preparing monthly bank reconciliation statements and reporting;
- Reconcile all balance sheet accounts and maintain records on file;
- Prepare periodic statement of expenditure reports and fund replenishment requests, carefully checking and inspecting all supporting documents;
- Contribute to the use and maintenance of the project accounting information system;
- Contribute to the preparation of external financial audits and project financial reports;
- Monitor and ensure expenditure of project funding is made in accordance with Project SoP and Donor’s procedures;
- Ensure that documentation relating to payments are duly approved;
- Report any actual or potential financial issues to the Administration, Finance and Operation Manager and the Administration and Finance Assistant;
- Continuously improve systems & procedures to enhance internal controls to satisfy audit Requirements;
- Maintain an inventory file to support purchases of all equipment/assets;
- Assist the Project Director and the Administration, Finance and Operation Manager on demand.

VALUES

- Promotes the vision, mission and strategic goals of the ECES;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates integrity by modelling ECES’ values and ethical standards.

Recruitment Qualifications

Education:	<ul style="list-style-type: none"> ▪ Bachelor Degree in in accounting, finance or a related field.
Experience:	<ul style="list-style-type: none"> • Minimum of five (5) years of professional experience in accounting work; • Solid experience budgeting, planning and reporting; • Good knowledge of administrative and accounting regulation and procedures; • Experience in management of EU funding and in particular knowledge of basic rules and procedures for contracts defined in the Practical Guide to Contract Procedures for European Union External Actions (PRAG) • Experience in ERP (Enterprise Resource Planning)

	<ul style="list-style-type: none"> • Ability to prioritize work, multi-task and meet deadlines; • Sound analytical judgment; • Ability to work with results-orientation and efficiency in a multi-tasking environment; • Strong planning skills; • Flexibility, responsibility, integrity, team work, self-motivated, preparedness to work off-time; • Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software; • Ability to perform effectively under high pressure, hardship conditions and long working hours.
Language Requirements:	Excellent working level of English language in both writing and speaking. Fluency in French is considered an asset. Good knowledge of Hausa