



TITLE:

Accountant

POSITION #

SN 22-NR-007

LOCATION:

Dakar, Senegal

DURATION:

**2 years
renewable**

ABOUT AKADEMIYA2063

AKADEMIYA2063 is an Africa-based non-profit research organization with headquarters in Kigali, Rwanda and a regional office in Dakar, Senegal. Inspired by the ambitions of Agenda 2063 and grounded in the recognition of the central importance of strong knowledge and evidence systems, the vision of AKADEMIYA2063 is an Africa with the expertise we need for the Africa we want. This expertise must be responsive to the continent's needs for data and analysis to ensure high-quality policy design and execution. Inclusive, evidence-informed policymaking is key to meeting the continent's development aspirations, creating wealth, and changing livelihoods for the better.

AKADEMIYA2063's overall mission is to create, across Africa and led from its headquarters in Rwanda, state-of-the-art technical capacities to support the efforts by the Member States of the African Union to achieve the key goals of the African Union's Agenda 2063 of transforming national economies to boost growth and prosperity.

Following from its vision and mission, the main goal of AKADEMIYA2063 is to help meet Africa's needs at the continental, regional and national levels in terms of data, analytics, and mutual learning for the effective implementation of Agenda 2063 and the realization of its outcomes by a critical mass of countries. AKADEMIYA2063 strives to meet its goals through programs organized under five strategic areas—policy innovation, knowledge systems, capacity creation and deployment, operational support and data management, digital products, and technology—as well as partnerships and outreach activities. For more information, visit www.akademiya2063.org.

POSITION SUMMARY

AKADEMIYA2063 seeks an **Accountant** for its regional office in Dakar (Senegal). The successful candidate will support the Office Administrator in accurately recording and reporting all financial transactions for the regional office.

DUTIES & RESPONSIBILITIES

Under the guidance and direct supervision of the Office Administrator, the successful applicant's duties will include the following:

- Perform daily accounting activities: collecting, checking, registering, and keeping track of all procurements from requisitioning to payment
- Prepare and process disbursement requests (checks, wires, online banking) following established policies and procedures in a timely manner
- Review requisitions for procurements and ensure all relevant information is included
- Review supporting documents for all transactions ensuring they are complete, accurate and correct and that authorizations and approvals comply to AKADEMIYA2063' policies and procedures.
- Review documents to ensure compliance with donor rules and regulations include Blocked Party screening
- Post transactions into QuickBooks ensuring proper coding and analysis
- Ensure staff prepares Timesheets
- Review Expense Reports before approval by the Director Finance and Administration (DFA), ensure that all relevant supporting documents have been attached
- Track daily bank balances and bring any anticipated concerns to the attention of management
- Prepare monthly bank reconciliation for review and approval by DFA
- Prepare and action bank instructions (Bank Letters, Bank Drafts, Transfers, Introduction/removal of signatories)
- Maintain proper financial records and files (e.g., supporting documents for expenditures, contracts, purchase orders, fixed asset inventory, etc.), ensuring that they are properly organized, maintained, and regularly updated.
- Maintain an updated fixed asset register
- Prepare and remit applicable taxes, social, retirement benefits and other mandatory reports to relevant authorities accurately and timely, ensuring Compliance with Local legislation and donor requirements.
- Participate in the closing of monthly and annual expense reports
- Assist with the facilitation of annual/external audits
- Assist in the preparation of monthly estimate of the office operational funds.
- Performs other duties as assigned or required.

REQUIRED QUALIFICATIONS

- Bachelor's degree in accounting or other related business field
- Minimum 3 years of experience in an accounting position with medium business/medium NGO/government agency
- Practical Knowledge of financial systems, budget/cash flow monitoring and internal accounting controls. Computer aptitude and experience with word processing, database, management, and spreadsheet software.
- Excellent analytical skills and good attention to details.

PREFERRED QUALIFICATIONS

- NGO Experience
- Experience working with QuickBooks
- Experience in managing donor grants and/or contracts is a plus

APPLICATION DETAILS

If you are interested in this position, please send your detailed e-mail application: CV and cover letter in English, by **November 21st, 2022**, to careers@akademiya2063.org . Please include the position title in the subject line.

We thank all applicants for their interest in working for AKADEMIYA2063. Due to the volume of applications, only shortlisted candidates will be contacted.

This Job Description only serves as a guide for the position. AKADEMIYA2063 reserves the right to change, revise, omit, and add in part / in whole to this document.

AKADEMIYA2063 is an equal opportunity employer. Qualified women are encouraged to apply.

Disclaimer: AKADEMIYA2063 does not charge any kind of fee at whichever stage of the recruitment process

To find out more about AKADEMIYA2063 visit our website at <https://akademiya2063.org/>