

Terms of Reference for Finance and Administration Officer – WACREN

1. Background

WACREN is the West and Central African Research and Education Network which supports interconnections and fosters collaboration between R&E institutions in the region and international peers by building and operating a world class network infrastructure, developing state of the art services, promoting collaboration among national, regional, and international R&E communities, and building the human capacity of the REN community.

WACREN was constituted in 2010 with its headquarters in Accra, Ghana. Membership to the organization is open to national research and education networks (NRENs) from all 22 countries of the region and to other organizations sharing the WACREN vision. WACREN currently has 14 members, including NRENs from 11 countries in West and Central Africa.

Taking advantage of the European Union funded AfricaConnect2 project, WACREN has started the process of rolling out its network, and thus needs more highly skilled, enthusiastic and motivated human resources to implement this process and put WACREN on a steady and sustainable growth path.

The following Terms of Reference are for the position of Finance and Administration Officer.

2. Scope of Work

- Ensure that adequate financial procedures are in place to maintain proper accountability of incomes and expenditures;
- Ensure the financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements and audits;
- Monitor budgets and expenditures;
- Set up computer based accounting and finance management system;
- Maintain cash and bank books and reconciliation with bank statements, including control of disbursements and balancing of books and ledgers;
- Process payment of salaries, allowances, travel claims and other payments to the staff, vendors and other claimants;
- Prepare and submit weekly cash flow statuses;
- Prepare and submit timely and reliable monthly financial reports;
- Prepare annual financial reports, including project reports;
- Prepare cost claims for Project Coordinators/Officers;
- Check and ensure that all procurement processes and expenditures are in accordance with WACREN and its funders' procedures;
- Administer personnel policies and apply rules, regulations, and procedures concerning recruitment, appointment, benefits, and other personnel matters;
- Administer and manage the logistics and contacts for services with service providers such as travel agents, hotels, translation and interpretation agencies, office suppliers, etc;
- Assist in the administrative and logistical organization of conferences, workshops, retreats and other events;

- Prepare routine official correspondence, faxes, memoranda and reports;
- Organize receipt of shipments, customs clearance arrangements, preparation of documents for shipments;
- Help identifying staffing gaps and draft ToRs for additional staff to be hired as the need arises, subject to availability of funds;
- Carry out any other assignments as requested by the CEO.

3. Key Qualifications, Skills and Experience

Essential:

- A Bachelor's degree or Higher Diploma in Accounting, Finance, Business, Administration or equivalent;
- Professional accounting qualifications such as ACCA or others;
- At least 3 years relevant continuous work experience in a finance and administrative functions;
- At least 5 years relevant continuous work experience in a finance and administrative functions for applicants not holding a Bachelor's degree or Higher Diploma but willing to further their education while at WACREN;
- Good knowledge of accounting, financial and administrative procedures of Ghana or countries with similar environment;
- Demonstrated experience in procurement and preparation of financial reports and budget variance analysis;
- High integrity, drive for excellence and good interpersonal skills;
- Result orientation and ability to work autonomously;
- Good communication and analytical skills;
- Fluency in English; working knowledge in French would be an added advantage;
- Work experience with computer tools such as word processing, spreadsheet and accounting applications.

Desirable:

- Experience working in and/or with non-profit organizations;
- Experience in managing grants from international funding organizations.

4. Type of Contract, Reporting, Assumption and Place of Duty

If successful, the selected applicant, who reports to the CEO, will be proposed a **3-year contract**, with a **probationary period of one (1) year**. The contract is renewable, subject to a mutual agreement between WACREN and the position holder.

It is expected that the successful applicant assumes duty on **1 July 2018**.

Place of duty is Accra, Ghana, but Staff is expected to move to another location (any country in West and Central Africa), should the Secretariat moves from Ghana and/or opens other offices in the region.

There might be an interim period during which the successful applicant will work from home.

5. Submission of Applications and Timeline

- Applications can be submitted online at <http://wacren.net/surveys/index.php/568762/lang-en>
- Deadline for Submission of Applications: **15 March 2018 at 23:59 UTC**
- Notification to Short-listed Applicants: **9 April 2018**
- Interviews of Short-listed Applicants: **15 April – 27 April 2018**
- Notification to Selected Applicant: **4 May 2018**
- Deadline for Acceptance of the Position by Selected Applicant: **11 May 2018**

WACREN is an equal opportunities organization and female applications are highly encouraged.

Please note: only short-listed applicants will be contacted.

WACREN Secretariat: secretariat@wacren.net