ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO

TERMS OF REFERENCE AND SCOPE OF SERVICES

West Africa Unique Regional Identification for Regional Integration and Inclusion (WURI)

JOB DESCRIPTION

JOB TITLE:	**Finance Management Specialist**
INSTITUTION:	**ECOWAS Commission**
PROJECT NAME:	**West Africa Unique Regional Identification for Regional Integration and Inclusion (WURI)**
DEPARTMENT:	**Economic Affairs and Agriculture**
DIRECTORATE:	**Free Movement of Persons and Migration**
LINE SUPERVISOR:	**Director of Free Movement of Persons and Migration & Project Coordinator/Director of Financial Management and Grants**
SUPERVISING:	**N/A**
DUTY POST:	**Abuja, Nigeria**
TERM DURATION:	**One year renewable subject to satisfactory performance and availability of funds. Contract expected to commence in June 2025**
ANNUAL SALARY:	**USD 101,750** (cost including housing allowance and ticket annually and profits as well as any tax obligation that may be imposed on the Consultant)

I. ROLE OVERVIEW

Under the overall supervision of the Director of Free Movement of Persons and Migration who is also the Project Coordinator of ECOWAS-WURI Project, and also under the guidance of the ECOWAS Director of Financial Management and Grants and the Financial Management Specialist of the World Bank, the incumbent will be responsible for all finance and accounting related functions and matters as well as the efficient and effective management of the financial resources of the West Africa Unique Regional Identification for Regional Integration and Inclusion (WURI) project.

The overall objective of the project is to increase the number of persons in participating countries who have government-recognized proof of unique identity that facilitates their access to services. The specific objective of the regional intervention component of the project is to enhance and foster inter-agency collaboration and strengthen regional engagements with the aim of facilitating regional dialogues on mutual recognition of foundational ID systems across the region.

II. RESPONSIBILITIES

Supervision

- In charge of all activities that have financial implications for the project;
- Acts as liaison with external auditors and other review missions to ensure maximum access to financial and other records.

Planning and budget:

- Support the preparation of annual project work plans and budget and monitor their implementation;
- Participate in annual work planning and progress reporting meetings with the PIU Coordinator.

Financial Management

- Overall function for project budget and financial operations in accordance with the World Bank accounting and financial policies, processes, procedures, rules and regulations and ECOWAS internal control mechanisms as applicable;
- Provide high quality FM fiduciary assurance services, including assessing adequacy of operations FM arrangements, providing FM implementation support and supervising operations financed by the Grants, ensuring compliance with the Banks audit and other FM requirements, performing analytical work on capacity building activities, all with due attention to quality assurance arrangements.
- Participant in procurement processes with third parties, create Purchase Requisition, Purchase Order, Down Payments of advances, and generate payment invoice for vendors in the ECOLink Platform;
- Ensure best accounting practices and adequate control over the assets of the project;
- Ensure compliance with accounting and financial procedures in the preparation of accounting documents and financial reports;
- Extract data and prepare all periodic budget and financial performance reports, undertake forecasts for the World Bank and ECOWAS management teams and ensure proper financial control and audit;

- Monitor project finances, liaises and ensures timely follow-up with the World Bank for funds requests and releases for the project operations;
- Address all queries and follow-ups on project finance matters; Responsible for preparing the draft PIU budget;;
- Proposals and timely submission to the IDA, project funds replenishment and re-allocation requests;
- Provide financial reports and interpret financial information to managerial staff while recommending further courses of action.

Accounting/Reporting

- Establish a robust project accounting system, including reporting and filing systems. in accordance with the project document and the PIM procedures as well as World Bank procedures;
- Maintain the project petty cash; transactions, including writing receipts, preparing payment request forms, disbursement of cash and clearing of advances;
- Manage 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;
- Preparation of monthly bank reconciliation to be submitted to the Head of Grant Division or the PIU Coordinator for review;
- Safeguard of all vouchers including supporting documents for review by both internal and external auditors;
- Reconcile all balance sheet accounts and Oversee to the preparation of bank reconciliation statements for the bank accounts of the Project;
- Prepare Project financial reports which shall be reviewed and agreed with the Head of Division, Grants and subsequently reconciled with the Technical Reports for agreement by PIU Coordinator, and Clearance needed;
- Review and authorization of all payment/receipt vouchers to ensure their validity and correct posting through pre-audits;
- Review of the project accounts (cash books and ledger) to ensure accurate updating and maintenance;
- Review on a regular basis, all accounting records (vouchers, invoices and other supporting documents) to ensure that they are properly filed in an efficient manner and in accordance with recommended practice;
- Administration of all project funds through regular preparation and updating of disbursement plans/schedules;
- Management and ensure all financial activities leading to preparation of final accounts are carried out in proper manner, including preparation of Bank Reconciliation, recording and management of Assets, recording and management of Receivables and Payables, as well as Inventory Control;

- Ensure proper documentation, creates and maintains all vendor master records in the financial system, service vendor claims and review/reconcile vendor statements on a regular basis;
- Ensure timely processing and settlement of claims and expenses and proper filing of all supporting documents relating to the project finances;
- Scrutinize supporting documents for completeness, accuracy and validity of requests in line with applicable policies, procedure, rules and regulations;
- Assist in the review and analysis of various accounting data;
- Retrieval and provision of all relevant vouchers and details for internal and external audits.

Control

- Control of all disbursement operations in particular payment of contractors and consultants' certificates, and other invoices for service providers and maintains a professional relationship with suppliers and other beneficiaries;
- Monitor and ensure expenditure of project funding is made in accordance with PIM and World Bank procedures;
- Check budget lines to ensure that all transactions are correctly booked to the correct budget lines;
- Ensure documentation relating to payments are duly approved by ECOWAS Director of Free Movement of Persons and Migration;
- Report any actual or potential financial issues to Head of Division, Grants, and escalate same to the World Bank Project Finance Management Specialist, the Project Manager or the ECOWAS Director of Free Movement of Person and Migration where as appropriate;
- Monitor expenditure of cash and ensure records on file are up to date;
- Continuously improve systems & procedures to enhance internal controls to satisfy audit requirements;
- Control and supervision of the movement of funds in and out of the project accounts;
- Maintain an inventory file to support purchases of all equipment/assets;
- Undertake other relevant matters assigned by the PIU Coordinator/ECOWAS Director of Free Movement of Persons and Migration.

Other

- Undertake duty travel when necessary;
- Correspond with various other departments to plan, set goals and evaluate its financial performance;
- Perform any other duties as may be assigned by the Supervisor.

III. EXPECTED OUTPUTS AND DELIVERABLES

The Financial Management Specialist is responsible for the preparation and submission of the following financial reports to the Project Steering Committee for approval and onward transmission to IDA:

- Annual Financial Statements and Project Accounts for review and expression of opinion by external financial auditors;
- Quarterly Financial Monitoring reports in accordance with prescribed IDA format (IFR);
- Regular Cash flow projections of the project in line with the implementation;
- Quarterly Budgetary Control Report explaining variances to that effect and disbursement projections.

IV. ELIGIBILITY

- Must hold a Master's degree in Business Administration/Accounting/Finance from a recognized University;
- Must be a partly or qualified Professional Accountant (ACCA, CIMA, ICAEW, etc) with at least five (5) years relevant post qualification experience;
- Experience in a World Bank-funded project is a major advantage;
- Knowledge of Client connection.

V. KEY COMPETENCIES

- Possess excellent written and oral communication, negotiation and persuasive skills; and the ability to solve complex problems involving multiple stakeholders and constraints;
- Ability to self-manage with a high sense of personal responsibility for delivering technical and quality results within timelines;
- Ability to critically analyse information from various sources, advise and deliver clients sensitive and responsive solutions with a high sense of professional integrity and reliability;
- Demonstrate excellent inter-personal skills, the ability to work with and in environments of diversities with sensitivity to differences;
- Fluency in oral and written expressions in English language and the ability to articulate complex messages and ideas in a clear, concise, creative and lively manner;
- Working knowledge of French is an advantage.