CALL FOR EXPRESSIONS OF INTEREST: FOR THE RECRUITMENT OF A PROJECT ACCOUNTANT

Topics		Definitions
Project Name:		Strengthening Tax Administration Capacity Project In West Africa (STACP-WA)
Industry		Domestic Revenue Mobilization, Customs and Extractive Sector Governance
Executing Agency and Grant Recipient:		West African Tax Administrations Forum (WATAF - FAFOA)
Beneficiary Countries		Burkina Faso, Gambia, Guinea, Guinea Bissau, Liberia, Sierra Leone
Project Instrument		ADF 16 – Pillar III Grant from the PSF
Project Identification Number		P-Z1-KF0-084
Funding Agreement Reference:		Grant No.: 5900155019565

The West African Tax Administrations Forum (WATAF) has received funding from the African Development Bank to cover the costs of the project to strengthen the capacity of tax administrations in West Africa and intends to use part of the grant amount to make the payments under the contract for the recruitment of a **Project Accountant**.

STACP-WA is a regional project aimed at strengthening tax governance in West Africa. In particular, it will improve the capacity of tax administrations to mobilize domestic tax revenues and customs, through coordinated interventions in six West African beneficiary countries: Burkina Faso, Gambia, Guinea, Guinea-Bissau, Liberia, and Sierra Leone. In order to ensure effective implementation, performance monitoring and impact evaluation, the project requires the services of a **Project Accountant**. The duration of the project is four years, while that of the Project Accountant will be for a period of one year, renewable subject to satisfactory results.

The scope of the mission will be to manage the financial operations of the project (STACP-WA) in accordance with the AfDB's financial guidelines, WATAF's internal financial policies and international accounting standards.

1. The services to be provided by the Consultant ("the Services") will include, but are not limited to, the following duties and responsibilities:

- Maintain rigorous accounting for all project transactions, in accordance with AfDB requirements and the International Public Sector Accounting Standards (IPSAS).
- Prepare accurate and timely financial statements, including unaudited interim financial reports (IFRs), monthly, quarterly and annual financial statements.
- Support budget preparation, cash flow forecasting and financial planning to ensure efficient use of resources.
- Collaborate with the Project Coordinator to process disbursements, payments and reconciliations in accordance with approved budgets and contracts.
- Track expenditures and commitments to avoid overruns and unauthorized expenditures.
- Maintain a register of assets and inventories.

- Ensure proper documentation and archiving of all financial transactions for audit and verification purposes.
- Participate in internal and external audits, respond to requests for information, and implement audit recommendations.
- Submit regular financial reports to the Project Coordinator, WATAF management and the AfDB.
- Coordinate with procurement and technical teams to ensure financial compliance during contract execution.
- Ensure compliance with statutory withholdings, tax regulations and specific donor rules.

2. The contract will be concluded for a period of twelve (12) months, renewable on the basis of the performance and requirements of the project.

The West African Tax Administrations Forum (WATAF) in collaboration with its partners, invites eligible candidates to express their interest in the provision of these services. Interested candidates should provide information attesting to their qualifications (brochures, description of similar assignments, experience in similar contexts, availability of appropriate skills among staff, etc.). Applicants must meet the following criteria:

Qualifications:

- Bachelor's degree in accounting, finance, economics, actuarial science, or a related field.
- Relevant professional certification (e.g. ACA, ACCA, CA, CFA, etc.) is required.

Experience:

- Have a minimum of seven (7) years of experience in the financial management of donor-funded projects.
- Demonstrated knowledge of international accounting standards and familiarity with the AfDB's financial accountability frameworks.

Skills and abilities:

- Strong expertise in financial management, donor accountability and international accounting standards.
- Ability to produce clear and accurate financial reports, answer audit questions, and collaborate effectively with stakeholders.
- Proven ability to meet deadlines, prepare budgets and track expenditures.
- Excellent interpersonal skills and ability to work effectively in multicultural environments.

Computer skills:

- Proficient in financial software such as QuickBooks, SunSystems or SAP.
- Excellent command of Microsoft Office applications (Excel, Word, PowerPoint).

Language:

- Fluency in oral and written English is required.
- Knowledge of French or Portuguese would be an asset.

The eligibility criteria, shortlist and selection procedure will be in accordance with the ***"African Development Bank Rules and Procedures for the Use of Consultants"*** [*2020 Edition*], which are available on the Bank's website at http://www.afdb.org .

Interested consultants can obtain further information by contacting the Procurement Department at the email address below, Monday to Friday, 9 a.m. to 5 p.m. (GMT +1). Email addresses: admin@wataf-tax.org with copies to gdikko@ecowas.int and ikkamara@ecowas.int

*Expressions of interest should be submitted via an online application with the subject line "**Recruitment of a Consultant as Project Accountant – WATAF STACP-WA**" no later than **Friday, 27 March 2026 at 23:59 (GMT+1)**, to the following email addresses: info.stacp2026@wataf-tax.org with copy to* admin@wataf-tax.org**,** gdikko@ecowas.int and ikkamara@ecowas.int.