



Terms of Reference

ADMINISTRATIVE AND FINANCE MANAGER (LOCAL POSITION)

Background:

The Austrian Development Agency (ADA) is the operational unit of the Austrian Cooperation for Development (ACD). ADA is in charge of implementing development projects and programs in partner developing countries. In Burkina Faso, ADA is represented by the coordination office.

In the context of the operationalisation of the European Union Trust Fund (EUTF) for Africa, window of Sahel and Chad Lake Region, through its coordination office in Burkina Faso ADA was selected to implement a project co-financed by Austria and the European Union (EU). The EUTF launched at the end of 2015, aims at contributing to the stability and at improving migration management, while tackling, on the one hand deep causes of instability, population forced displacements and irregular migrations, and on the other hand by increasing economic opportunities, equality of chances, security and development for youth and women.

The project developed by ADA aims at promoting entrepreneurship and employability of youth and women in selected areas. Among others, it focuses on creating sustainable employments for youth and women, vocational training, strengthening capacities of local actors and supporting small infrastructures construction. The Tuuma project entails two specific objectives:

1. Increase of economic opportunities and incomes for youth and women through Income Generating Activities and employment creation in rural areas through entrepreneurship
2. Building local actor resilience capacities, and increasing their capabilities to support economic activities launched by youth and women.

Scope of the position:

ADA is looking for an Administrative and Finance Manager, with a fixed-term contract of 6 months with possibility of extension, to ensure the overall accountancy, administration and financial management of the Tuuma Project- *Appui à la Compétence Professionnelle, l'entrepreneuriat, et l'emploi des jeunes et des femmes dans les régions rurales du Burkina Faso.*



As an Administrative and Finance Manager you will report directly to the Project Team Leader and will manage the Tuuma project's accounting, finance, and administration by ensuring compliance with internal financial management policies and procedures, Austrian Government, EU, and ADA policies, project requirements, and country regulations.

This position is based in Ouagadougou with possible business travels to project areas (Boucle du Mouhoun, Cascades, Hauts-Bassins, Nord). It involves oversight, guidance, and supervision to the local project accounting and administrative staff and coordination with the grant management staff.

Your responsibilities:

- Ensure that the appropriate financial systems are in place according to ADA policies, the Project Operations Manual (POM), and EU standards;
- Ensure that vouchers are sent to ADA Vienna in a timely manner and are accurate and complete;
- Manage cash flow. This includes daily supervision of cash position and cash accounts; ensure all cash receipts and banking transactions are properly conducted and recorded; prepare project cash flow projections and pipelines; and prepare cash requests from ADA Vienna;
- Coordinate spot audits of petty cash accounts and fuel deposit accounts;
- Manage bank accounts while ensuring that proper documentation is sent and received from the bank(s), including overseeing the monthly bank reconciliation process;
- Act as custodian of all accounting documents and ensure proper oversight of voucher process;
- Contribute to the corporate management of ADA in Burkina Faso; Assure that staff is sufficiently trained in implementing and complying with financial procedures to ensure compliance with ADA Financial Management policies and other EU regulations;
- Participate in recommendations to hire, train, supervise, and evaluate periodically Project accounting and administration staff;
- Manage and provide financial oversight of subcontracts and sub-grants (as applicable) and coordinate with the Tuuma Grant Manager(s) to ensure proper financial reporting of all grants is received and forwarded to ADA;
- Draft project budgets and pipelines when requested by the Team Leader and ADA Vienna;
- Prepare all project financial reports for the Team Leader for submission to ADA, EU, and Government of Burkina as required;
- Serve as the financial liaison to sub-grantees / contractors, ADA and EU, and implementing partners when deemed necessary by the Team Leader;
- Act as a facilitator between finance, accounting, grants, and administrative teams;



- Play a leading role and act as liaison between the Team Leader, finance, grants, administration, and accounting teams;
- Support internal auditing services and capacity as required to ensure transparency of Tuuma ADA operations;
- Act as the responsible person for all procurement and ensure that Tuuma and ADA procurement policies are followed in strict accordance with established regulations;
- Play a key role in the Tuuma Senior Management Team (SMT) and attend all SMT meetings as required, and coordinate policy and strategy matters with the Team Leader and ADA Representative accordingly;
- Assist the Team Leader on matters of national laws and national labor code.

Your profile:

- Minimum of Bachelor Degree or equivalent in Business Management, Finance, Accounting or related fields is required (BAC +3);
- Minimum of 5 years of professional-level experience in international development agencies, and/or international NGOs, and/or in private sector, in accounting and administration management, with responsibility for project accounting and preparation of financial statements;
- Good understanding of international accounting and financial regulations;
- Proven experience in managing accounting of EU funded-project and assisting the achievement of financial audits, and knowledge of EU financial rules in particular is an asset;
- Proficient with MS Office (XL, Word, PowerPoint), and solid experience with accounting/financial management software, and knowledge of Bakawa is an asset;
- Proactive with excellent communication and coordination skills, as well as in capacity building;
- Proficient in English and French (oral and written) is required, and knowledge in local languages and in German is an asset.

Your application must include:

- Cover letter
- Detailed CV (incl. contact details of minimum 3 references. Among which, one at least must be your former or actual supervisor).

Your application should be sent to ADA via email: ouagadougou.application@ada.gv.at, the latest by 23 December, 2021. **Surname, name and position title must be included in the email subject.**

Only preselected candidates will be contacted, and diploma of the selected candidate will be checked.