



**THE GAMBIA – EU COOPERATION**



## **GCCA+ Climate Resilient Coastal and Marine Zone Project for The Gambia**

### **JOB ADVERTISEMENT**

The National Authorising Officer Support Unit of the European Development Fund (NAOSU), in partnership with the Department of Water Resources and the National Environment Agency, will implement the EU-funded GCCA+ Climate Resilient Coastal and Marine Zone Project for The Gambia from January 2019 to December 2022. This aims at consolidating the results and positive experiences of the previous Global Climate Change Alliance (GCCA) Project that closed in 2016. NAOSU is required to appoint an Accountant for the Project as described below.

#### **Project Accountant**

A full-time **Project Accountant** to assist with efficient execution of project financial management and reporting functions according to EU requirements. The Project Accountant has overall responsibility for planning, organizing, executing and reporting on all financial transactions of the project, including preparing the statements of account for GCCA+.

Specifically, the Project Accountant will:

- Closely monitor the cash flow requirements of the project, and deliver timely and accurate financial information to support management decision making;
- Advise and assist the Project Coordinator and staff at NEA and DWR and the international Key Experts (KE), as necessary, to ensure that all financial plans for project activities conform with EU procedures and financial requirements;
- Assist the Project Coordinator, staff and international KE with development and achievement of key financial performance indicators;
- Facilitate the process for contracting and financial management of demonstration, research and development projects (grant funded) according to EU procedures;
- Maintain a close working relationship with the accounts sections of NAOSU and the European Commission office to bring about greater consistency in the flow of financial information;
- Ensure that all items emanating from any reconciliation (cash, bank and imprest) are efficiently addressed;
- Work closely with the administrative section of NAOSU to improve the quality of financial and other administrative document formats;
- Recommend appropriate improvements in project financial management, including the design and use of checklists in financial operations;

- Verify the accuracy and quality of all documents before their submission to the EU Delegation;
- Any other duties that may be assigned from time to time by the Imprest Accounting Officer.

Qualifications and Experience:

- Bachelor's degree in accounting, business/financial management or a related discipline with a recognized accounting certification or is working towards an accounting certification;
- Minimum five (5) years of relevant work experience that demonstrates increasing levels of responsibility and includes at least two (2) years of experience in a similar setup;
- Proficiency in the use of Microsoft Excel and Word software is required, and computerized accounting systems (e.g. the TOMPRO) is desirable;
- Familiarity with contract and financial procedures of the EU is preferred, and knowledge of government administrative procedures in The Gambia is desirable;
- Possess good organizational skills and able to work independently;
- Good writing and speaking skills in English are required; and the ability to communicate in a local language would be beneficial.

NAOSU hereby seeks a qualified person for the above-mentioned position. Applications (including a cover letter, CV and copies of certificates) should be submitted to the following address:

**Director,  
National Authoring Officer Support Unit (NAOSU),  
M.A.Trading Building (top floor),  
Mamadi Maniyang Highway, Kanifing.**

The deadline for submission of applications is Tuesday 26<sup>th</sup> February, 2019 at 4p.m.