



VACANCY ANNOUNCEMENT

Accountant

[11.09.2023]

About WACSO F

The West African Civil Society Forum (WACSO F) is a platform for the aggregation of civil society aspirations, interests, and interventions across the 15 states of West Africa. It was founded in 2003 with the sole purpose of channeling civil society agency towards complimenting the regional integration and development agenda of the ECOWAS 'System' Institutions. WACSO F has its Secretariat in Abuja, Nigeria and National Platforms in all the countries of the West African region, while members/ participants are formal civil society organizations across the region. WACSO F has passed through different stages of development in its institutional evolution and programmatic experiences and is currently in the process of defining a new outlook that envisages a future of increased impact and results. As part of that process the organization seeks the services of competent staff members and service providers to assist in elaborating and entrenching this new vision.

WACSO F is now accepting applications for an Accountant starting in October 2023 to support the WACSO F Secretariat team. The Position shall be based at the WACSO F Regional Secretariat in Abuja, Nigeria.

About the Position

WACSO F seeks to appoint as Accountant, a competent, dependable, self-driven team player. The person should be a person who is a great team player, with high levels of integrity, and financial management acumen. The appointed Officer will be based at WACSO F Secretariat, located in Abuja, Nigeria. S/he will directly report to the General Secretary of WACSO F on all financial management matters of the organization, while also liaising with all staff of the WACSO F and partners where applicable.

In specific terms the suitable person is expected to:

- Prepare and analyze financial statements, including balance sheets, income statements, and cash flow statements.
- Payroll management and administration.
- Manage the general ledger and maintain accurate accounting records.
- Oversee the month-end close process, ensuring timely and accurate completion of all accounting tasks.
- Prepare and review journal entries, account reconciliations, and other accounting transactions.
- Perform financial analysis and provide insights to management on financial performance and trends.
- Manage the accounts payable and accounts receivable functions, ensuring accuracy and timely payment processing.
- Ensure compliance with accounting standards, regulations, and internal policies and procedures.
- Assist with budget preparation and variance analysis.

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- Support the annual audit process and prepare necessary schedules and reports.
- Develop and maintain positive relationships with internal and external stakeholders.
- Manage all organization inventory and create Inventory processes.
- Identify process improvement in the finance department
- Managing relationships with bankers and other regulatory agencies
- Reconcile General Ledger accounts to ensure accuracy and reliability of financial statements.
- Conduct financial analysis and prepare detailed financial reports and statements in accordance with financial reporting standards.
- Ensure smooth running of the Accounts Payable service.
- Ensure commitment authority is exercised before payment authority.
- Manages complex planning studies, development applications and reviews proposals from other departments.
- Ensure statutory audited financial statements are available to meet the above meeting legal timeline.
- Prepare and submit accurate and timely monthly, quarterly, and annual financial statements and reports.
- Oversee the processing of invoices and payments to vendors.
- Monitor accounts receivable and follow up on outstanding balances
- Prepare and submit tax returns (income tax, GST/ VAT, etc.) in compliance with relevant regulations.

Qualification and competencies

The person should have the following qualification and competencies:

- Bachelor's degree in Accounting or Finance.
- ACA, ICAN certification preferred.
- Minimum of 5 years of experience in accounting or finance, with at least 2 years' Experience in and NGO INGO
- Knowledge of accounting software, e.g. Sage, QuickBooks, etc.
- Strong knowledge of accounting principles and practices, and proficiency with accounting software and tools.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and accuracy.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

Method of Application

Application should be addressed sent to careers@wacsofoscao.org, and addressed to:

**The General Secretary
West African Civil Society Forum (WACSOFF)
#8 Jaba Close (Opposite FCDA Main Gate)
Area 11,
Abuja-Nigeria**

Your application package shall include a Motivation Letter and a Resume detailing your qualification and competencies, including details of your previous job experience in relation

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to the vacancy. Please note that the title of your email should have the position for which you are applying boldly written in capital letters.

Application Closing Date

Application Deadline: on or before 24:00 (Midnight) GMT, 6th October 2023

Only candidates whose application is being considered shall be contacted!