



ToRs– ACCOUNT OFFICER

Job description

Job title	Account Officer	Type of contract	Fixed-term 3 years contract (renewable, subject to a satisfactory performance evaluation).
Duty station	N'Djamena, Chad	Staff under his/her responsibility	XXX
Supervisor	Head of Division, Accounting and Finance	Category	C5 of the work patterns of LCBC

ABOUT LCBC

The Lake Chad Basin Commission (LCBC) is an Inter-State Organization which was established on the 22nd of May 1964 by the four Lake Chad riparian countries, namely Cameroon, Chad, Niger, and Nigeria. The Central African Republic (CAR) and Libya joined the Commission in 1996 and 2008, respectively, to promote cooperation and management of water and other environmental resources in the Lake Chad Basin. Its mandate includes (i) the sustainable and equitable management of the waters of Lake Chad and other transboundary water resources in the Lake Chad Basin, (ii) the conservation of the ecosystems of the Conventional Basin, (iii) the promotion of regional integration, the preservation of peace and security in the Conventional Basin. This is mainly through the implementation of projects and programs aimed at improving access to drinking water, strengthening the resilience of populations to climate change, and consolidating peace and security in the region. In recent decades, however, the LCBC has been facing complex multidimensional challenges such as environmental degradation, poverty, insecurity, drastic reduction in the lake's surface area due to droughts, undue exploitation of resources, climate deterioration, etc.

THE FUNCTION

Under the responsibility of the Head of the Division of Finance and Accounting, the main mission of the Account Officer is to provide support to the Division of Finance and Accounting of the LCBC. The incumbent will also have to provide support in bookkeeping and other financial management tasks.

THE ROLE

KEY RESPONSIBILITIES

The duties and responsibilities attached to the position of Account Officer are, among others:



- Ensure the compliance of LCBC's accounting with financial policies in place;
- Ensure the provision of accurate, timely financial data to enable better decision-making aimed at strengthening financial XX, streamlining and increasing transparency in the use of resources provided by donors;
- Ensure the adequate analysis of expenses, traceability, and accounting of commitments as well as the filing of financial information;
- Produce regular financial reports by ensuring compliance with procedures and formats;
- Undertake accounting and reconciliation processes while ensuring that appropriate actions and tools are applied;
- Implement and maintain the internal control mechanisms of other internal control functions (the Bank Signatory Panel) and continuously improve them;
- Ensure the implementation of TOMPRO financial mechanisms following LCBC guidelines and policies;
- Ensure the monthly and annual year-end closing processes;
- Ensure the availability of an audit trail to facilitate audits.

QUALIFICATIONS AND EXPERIENCE

- Be a holder of a Bachelor's degree in Finance, Accounting, Business or Administration or a related field;
- Professional affiliation or certification is highly desired;
- Have a minimum of five (5) years of progressive professional experience in the field of accounting, in a recognized international organization;
- Proven abilities in the above areas; - Detail-sensitive with a high level of accuracy;
- Good organizational ability to work independently and prioritize under pressure;
- Excellent knowledge of the procedures and guidelines of international financial institutions, in particular the World Bank (WB), African Development Bank (AfDB), GIZ, AFD;
- Proven skills in the implementation of financial policies and standards to ensure accountability and compliance with regulations, policies and procedures;
- Good knowledge of Microsoft Office applications and the Internet;
- Excellent command of computerized financial accounting tools such as TOMPRO, TOMPAIE;
- Fluency in English and/or French language;
- Commitment to high ethical standards, integrity and transparency;
- **Age limit: Maximum 44 years old.**

To apply, please send your application (Letter of motivation, Curriculum Vitae, Criminal record dated less than 3 months, legalized copies of diplomas and work certificates, with three (03) reference persons preferably from the previous employer, by....., with the words "Application for the position of Account



Officer" at the LCBC Executive Secretariat, Place de la Grande Armée, N'Djamena, Chad – P.O. Box 727 or by email at : vacancy@cblt.org

Please note that the LCBC guarantees equal opportunities for everyone, promotes the diversity of its team and a zero-tolerance policy for bribery and corruption. In addition, it does not accept any payment as part of this recruitment process. Only shortlisted candidates will be contacted.

In the event of a final selection, the following will be required:

- *The originals of the highest diplomas declared;*
- *A copy of the criminal records;*
- *A certificate of medical check-up and follow-up issued by an occupational physician;*
- *Other personal documents (civil status certificates of family members, etc.)*