

## **TERMS OF REFERENCE (TOR) PROGRAMME ACCOUNTANT**

### **1. Background**

The Federal Government of Nigeria (FGN) in partnership with African Development Bank (AFDB), International Fund for Agriculture (IFAD), Islamic Development Bank (ISDB) and State Governments is implementing a seven-year (2022-2028) AfDB/IFAD/IsDB-assisted Special Agro-Industrial Processing Zone (SAPZ) Programme in seven (7) participating states namely: Kano, Imo, Kaduna, Cross-River, Kwara, Oyo and Ogun as well as in the Federal Capital Territory (FCT). Specifically, IFAD will be financing Ogun and Kano states.

SAPZ Project is a comprehensive agro-industrialization program designed as a tool for creating integrated, agricultural-focused platforms that will accelerate private sector investment in value added agro-processing to unlock opportunities for improved food security, job creation, import substitution, rural poverty reduction and increased contribution of agriculture to national GDP.

Efficient financial management is critical to the successful delivery of project activities, compliance with donor requirements, and timely reporting. To support these functions, the project seeks to engage a qualified Accountant.

### **2. Objective of the Assignment**

The objective of the assignment is to ensure effective financial management which will, enhance successful delivery of project activities, compliance with donor requirements, and timely reporting; accounting, documentation, internal control, and reporting in line with donor guidelines, national financial regulations, and the project's financial management manual.

### **3. Scope of Work / Key Responsibilities**

The position is dedicated to IFAD component and compliance to IFAD procedures. The Accountant will work under the supervision of the Project Financial Controller and will be responsible for:

#### **A. Financial Management & Accounting**

- Maintain accurate and up-to-date accounting records in line with IPSAS/cash-basis standards and donor requirements.
- Record all financial transactions into the accounting system
- Ensure proper documentation and filing of all supporting documents for expenditures.
- Monitor project bank accounts and prepare monthly bank reconciliation statements.
- Track commitments and expenditures against the approved Annual Work Plan and Budget (AWPB).

#### **B. Payments & Disbursement Processing**

- Prepare payment vouchers with complete supporting documentation.

- Ensure all payments comply with donor guidelines, procurement procedures, and government regulations.

### **C. Financial Reporting**

- Assist in preparing Interim Financial Reports (IFRs), Quarterly Financial Reports, Annual Financial Statements, and other donor-required reports.
- Support the preparation of financial inputs for missions, supervision visits, and project reviews.
- Ensure timely submission of accurate financial reports to the donor and the host government.

### **D. Budgeting & Planning**

- Assist in preparing the annual budget and cash flow forecasts.
- Monitor budget execution and alert management on potential variances.

### **E. Internal Controls & Compliance**

- Ensure adherence to internal control procedures and donor financial management policies.
- Support internal and external audit processes, including provision of documentation and responses to queries.
- Identify financial risks and recommend mitigation strategies.

### **F. Other Responsibilities**

- Work in close collaboration with the State Programme Accountant for technical guidance, quality assurance and coordination.
- Maintain fixed asset registers and inventory records.
- Perform any other duties assigned by the Financial Controller or Project Coordinator.

## **4. Qualifications & Experience**

The ideal candidate should possess:

### **Education**

- A minimum of Master's degree in accounting, Banking and finance, Auditing or other relevant discipline. A higher degree will be an added advantage.
- Professional qualification (ACA, ANAN, ACCA) with at least 5years post-qualification experience.

### **Experience**

- Minimum of 3–5 years' experience in accounting or financial management.
- Prior experience on a donor-funded project is required.
- Knowledge of donor financial reporting frameworks and fiduciary requirements.
- Experience using accounting software and Microsoft Excel at an advanced level.

### **Skills & Competencies**

- Strong analytical and financial management skills.
- Excellent communication and interpersonal skills.
- High level of integrity, transparency, and attention to detail.
- Ability to work under pressure and meet strict deadlines.
- Familiarity with government financial procedures.

## **7. Reporting & Location**

The Accountant will be based at the National Project Coordination Office (NPCO) in Abuja and will report directly to the Financial Controller, with functional accountability to the Project Coordinator.