



JOB PROFILE

JOB CODE
WAPP_PROF_040201

REVIEW DATE
06/01/2026

JOB TITLE	HEAD OF DIVISION ACCOUNTING AND FINANCE
INSTITUTION	West African Power Pool (WAPP)
GRADE	P5
DEPARTMENT	Directorate Administration and Finance
DIVISION	Accounting and Finance
DUTY STATION	Abomey-Calavi, Benin
TYPE DE CONTRAT	Permanent
SUPERVISOR	Director Administration and Finance
SUPERVISING	Accounting and Finance Unit

ROLE OVERVIEW

Under the guidance and direct supervision of the Director Administration and Finance, the incumbent shall coordinates finance management of the institution and complex projects.

ROLE AND RESPONSIBILITIES

- Develop and interpret directives and instructions in order to prepare the programming of work and budgeting cycles;
- define the demands and needs of users in automated systems;
- prepare periodic financial, budgetary and accounting reports;
- analyze proposals in terms of fiscal objectives, previous and current budgets and trends of resource allocation patterns.
- plan, coordinate and control of activities of the Accounting and Finance Division;
- facilitate internal and external visibility of actions and results of the Division;
- Write periodic reporting on actions implemented and results obtained to the Director of Administration and Finance;
- coordinate the team of collaborators of the Department;
- evaluate the financial reports as budgeted in relation to actual expenditures or commitments.
- identify apparent anomalies or unusual trends of financial reports;
- prepare bank reconciliation statements;
- execute accounting operations;
- produce reliable accounting records;
- prepare all legal and regulatory accounts statements;
- supervise and coordinate the periodic inventories;
- develop preliminary budget projections;
- develop cost projections and data on commitments for each of the budget categories;
- supervise and coordinate the preparation of the budget development cycle;
- monitor the implementation of WAPP's operational budget;



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- develop the budget of the draft annual work programme;
- monitor implementation of the work programme and budget through regular reviews;
- maintain conformity of the commitment statements with the approved levels and limits;
- support all data and calculations taken into account by the budget officer are complete and accurate.
- perform any other duties as assigned by the supervisor

ACADEMIC QUALIFICATIONS AND EXPERIENCE

Education:

- Master's degree in accounting and finance from a university of recognized standing;

Experience:

- **Minimum ten (10) years of progressive work experience** in the field of budget formulation, financial monitoring, accounting and financial reporting; **including five (5) years** of management experience in finance and budget operations; Experience in large companies and organizations or international firms is an asset;
- demonstrated practical knowledge of relevant financial accounting principles and concepts to perform tasks in accordance with the generally accepted Accounting Principles and Standards of relevance to public sector and international organizations;
- demonstrates professional competence and mastery of subject matter; accounting best practices, WAPP financial policies (e.g. revenue, accounts payable) would be an advantage
- knowledge of financial and budgetary principles and practices, budget development and financial administration of resources.
- Working knowledge of IFRS accounting standards is an asset.
- Experience with a regional or international organisation is desirable;

AGE LIMIT

- Be below 50 years old. This provision does not apply to internal candidates