

VACANCY FOR:

# TECHNICAL ASSISTANCE FACILITY (TAF) ACCOUNTANT

REPORTS TO: Financial Controller

JOB TYPE: Part-time Employee

JOB SUMMARY:

The TAF Accountant is responsible for the financial management, reporting, and compliance of the Technical Assistance Facility. This role ensures accurate accounting of donor funds, supports grant disbursement processes, and provides timely financial insights to stakeholders. The position plays a critical role in maintaining transparency, accountability, and operational efficiency in the administration of TAF resources.

DEPARTMENT: Finance



## KEY RESPONSIBILITIES

### 1. Financial Management & Reporting

- Maintain separate receipts and payments accounts for each donor, DFI, or grant, as well as consolidated accounts for all funding sources.
- Prepare periodic financial statements, including income and expenditure reports, balance sheets, and donor-specific financial reports.
- Ensure timely reconciliation of TAF accounts and alignment with InfraCredit's broader financial systems.

## **2. Budgeting & Forecasting**

- Support the preparation of annual budgets for the TAF, including forecasting grant disbursements and operational expenses.
- Monitor budget performance and flag variances for corrective action

## **3. Compliance & Controls**

- Ensure compliance with donor agreements, internal financial policies, IFRS standards, and regulatory requirements.
- Prepare quarterly Risk and Control Self-Assessments (RCSA) and ensure adherence to internal controls and risk mitigants.

## **4 Grant & Project Accounting**

- Track disbursements and expenditures for each TAF-supported project.
- Collaborate with program teams to ensure proper documentation and justification of expenses.
- Work collaboratively with the TAF Manager on all TAF related matters.

## **5 System & Process Optimization**

- Leverage tools like Microsoft Dynamics 365 Business Central to streamline accounting workflows and reporting.
- Identify and implement automation opportunities to improve operational efficiency.

## **6 Stakeholder Engagement**

- Liaise with internal teams, donors, and auditors to provide financial updates and respond to queries.
- Support the Financial Controller/CFO with financial insights and investment tracking related to TAF.



## REQUIRED QUALIFICATION, EXPERIENCE AND SKILLS

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Candidates for the role should possess the following qualifications:

1. Bachelor's degree in accounting, Finance, or related field.
2. Professional certification (e.g., ACA, ACCA, CPA) is highly desirable.
3. Strong knowledge of IFRS and donor fund accounting.
4. Proficiency in financial software (e.g., Microsoft Dynamics 365, Excel).
5. Familiarity with infrastructure finance and grant management is a plus.
6. Excellent written and verbal communication.
7. Strong organizational and time management abilities.
8. High attention to detail and professional integrity.
9. Minimum of 6 years of relevant experience in accounting, preferably in a donor-funded or infrastructure-focused environment.
10. Mastery of MS Office Suite, including Word, Excel, Power Point, etc.
11. Good business/report writing and presentation skills.
12. Professional, enthusiastic attitude, team player.
13. Proven ability to deliver high quality customer service.
14. Project coordination experience, and the ability to work well with all levels of internal management and staff, outside clients and vendors



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