



JOB DESCRIPTION

Job Title	Finance and Admin Officer
Location	Addis Ababa
Job Title of Immediate Supervisor	Country Director
Job Title of Persons Supervised	TBD

PURPOSE OF POSITION:

S/he will ensure adequate stewardship of agency resources and sound financial reporting in line with Generally Accepted Accounting Principles, JAM policies and procedures, local laws and donor requirements. S/her major responsibilities would include but not limited to preparation of cashbook, bank & petty cash operations, cash receipts, receivables, prepayments, payables and operations.

KEY RESPONSIBILITIES:

FINANCE

- Review all payment vouchers before they are presented to Area Manager/designate for approval.
- Consolidate templates for posting of General Journal vouchers and send to Finance Officer reporting for posting to SUN on weekly basis.
- Payment of all statutory obligations including taxes like PIT etc.
- Cash Management – verify the cash in bank, prepare cash forecast and ensure adequate cash is available for planned activities.
- Managing Advances, Prepayments, and Receivables through follow up on delinquent liquidations, Reconciliation of accounts.
- Involvement in the production of quarterly cash forecasts.
- Making payments to vendors and all service providers.
- Review all transactions to ensure that proper approvals and authorization have been done.
- Ensure project is managed and replenished in accordance to JAM cash management procedures.
- Assist the Area Manager to respond to the Country office requests.
- From time to time, perform any other duties as may be assigned by Grants and Finance Manager and/Management.

ADMINISTRATION

- Updating of asset register for all assets at the filed location, carrying out asset count.
- Management of drivers schedule of activities.
- Participating in field procurement meetings
- Supervising of drivers including setting objectives, development and appraisal.
- Preparation of fuel efficiency report and submitting to Operations Specialist.

Required Qualifications:

- B COM or BBA Accounting or equivalent degree and/or professional certification in accounting strongly preferred or equivalent experience.
- Minimum of five years' experience in a similar position
- Proficiency in Sun System and Q & A applications strongly preferred
- Demonstrated ability to assimilate to new policies and procedures effectively
- Extremely detail oriented and organized
Strong written and verbal communication skills
- Proficiency in Microsoft Office applications (word, excel, outlook and PowerPoint)

HOW TO APPLY:

- Please submit a cover letter and CV to recruitment.sa@forafrika.org by 13th June 2023.
- Applications will be reviewed on a rolling basis and only successful candidates will be contacted.
- Late applications and candidates who do not comply with the above requirements will automatically be disqualified.
- Location Base: Applicants must be located in Addis Ababa, Ethiopia .
- **This position is open to Ethiopian nationals only.**
- Correspondence will be limited to short-listed candidates only. If you do not hear from us within one month of the closing date please consider your application as unsuccessful.