

JOB OPPORTUNITY

Vétérinaires Sans Frontières - Germany (VSF Germany) is a non-governmental, non-profit making international Organization, engaged in the field of veterinary relief and development work providing humanitarian aid and development assistance to pastoralists and vulnerable communities in areas where livestock is of importance. With support in animal health, agriculture, marketing, and food safety, VSF Germany works towards food security, resilience building, strengthened livelihoods as well as respond to different Emergences. VSF Germany is registered and licensed in Ethiopia by Authority for Civil Society Organization since March 2010 and latest re-registration as per 2019 Civil Society Organization proclamation no 1113/2019 on May 23, 2019 with License no 1662. VSF Germany implements activities in Ethiopia, Sudan, South Sudan, Kenya, Somalia and Uganda.

VSF Germany anticipates emergency response project from USAID-BHA for drought affected communities in Afar, Borana (Oromia), South Omo zone of SNNPR and Somali region and seeks to recruit qualified and well experienced staff for project entitled; "Integrated Response to Complex Emergency (IRCE) in Afar, Somali, Borana (Oromia) and South Omo (SNNPR)." The intervention in Somali region is implemented through our Partner VSF Suisse. The positions to be filled are listed below and details of each position requirements are accessible from VSF Germany website www.vsf.org. Note also that all these positions to be filled will be pending until final approval of the proposal and grant agreement is signed with the donor USAID-BHA. In all listed position women are highly encouraged to apply and priority will be given to competent women applicants.

Job title: Field Accounts Assistants/Cashier

Line manager: Project accountant

Place of work: Semera, Afar and Turmi, South Omo, Hamer

Donor: USAID-BHA

Monthly salary: As per VSF Germany salary scale

No. Of position: Two (2)

Length of Contract: One year with possible extension based on available funding

Job Summary: The field accounts assistant/Cashier is mainly responsible for handling petty cash, effect payments, compile all financial and procurement documents and follow up of settlement of advance payments.

Key areas of responsibility

- Handling Field Petty cash fund for settlements at project area.
- Prepare Payment vouchers, cheque ad effect payments after proper approval from Authorized person.
- Preparing Payment Vouchers for daily expenditures and Posting transaction on Petty cash and bank books.
- Preparing Monthly Cash requests at Field Level.



- Support and follow up on Field Procurements for program and administrative inputs.
- Follows up timely settlement of advance payments in general and per-diem advances in particular and reports overdue settlements to project accountant.
- Ensure proper Settlement of employee income tax, Pension and withholding tax deductions on monthly basis.
- Prepare and effect Per-diem Payments for Staff and training/meeting Participants in accordance with internal procedures.
- Administrative processing and maintaining proper records of related financial transactions in accordance with the organization Finance Manuals.
- Ensuring and follow-on car log sheets register on regularly basis.
- Effect timely settlement for Utilities, Telephone and internet bill payments.
- Support on office financial administrative activities such as scanning, photocopy, data entry on Microsoft Dynamics etc.
- Ensure handling of store activities such as receiving, issuing and updating of inventory records.

Job Requirement:

- At least college diploma/degree in accounting and finance, Management and related field
- 3 years of work experience for BA/ degree graduates or 5 years of work experience for Diploma, preferably in an NGO sector
- Adequate knowledge of basic accounting concepts, principles, and practices.
- Ability to prioritize tasks in accordance with their time sensitiveness.
- Good experience in financial record keeping and cash management
- Maintain good working relationships among colleagues, and with other staff members.
- Willingness to work in remote and intense working conditions.
- Proficiency in Excel applications, adequate skill in communication both written and oral.

How to apply

Interested and qualified candidates meeting the minimum requirements should send application comprising of the following documents to Ethiopia@vsfg.org within 10 working days post advert, on or before **July 15 ,2022** indicating the **title of the position** on the subject line.

1. Updated CV not more than 3 pages
2. Cover letter for application only One (1) page
3. One-page summary table of educational background, work experience, skill, competence and current or last salary.

DON'T SUBMIT copies of transcripts, academic degrees, or recommendation letter as you will provide them up on request only. Make sure also you clearly state the job position and location in your email or on the cover of envelop and or application letter.



Due to the urgency of some position we shall conduct assessments on an ongoing basis as applications are received.

Disclaimer:

VSF Germany does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.