

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: Project Accountants

Line manager: Project manager

Place of work: Moyale, Borana-Oromia and Turmi, Hamer-South Omo SNNPR

Donor: USAID-BHA

Monthly salary: As per VSF G salary scale

No. of positions: Two (2)

Contract period: For One year with possible extension based on available funding

Job Summary:

The Project Accountant's position is mainly responsible for checking and endorsing payments and receipts, preparation of vouchers for cash & cheque payments and receipts, preparation of journal vouchers, posting, summarizing all financial documents and follow up of settlement of advance payments.

Key Areas of responsibility:

- Ensure effective management of petty cash fund at field level.
- Preparing Payment Vouchers for daily expenditures and posting on petty cash book and bank books on timely manner.

- Review and check correctness of budget line expenditures on project financial reports on regular basis.
- Preparing timely Cash requests at field Level on monthly basis.
- Maintaining and follow up on Field Procurements Procedures as per the VSF Finance Manuals.
- Ensure all requirements are fulfilled as per the VSF Finance Manuals during staff travel.
- Reconciliation of Cash in safe against petty cash book.
- Processes posting of cash and Cheque payments explaining nature of transactions as brief and descriptive as possible.
- Follows up timely settlement of advance payments in general and per-diem advances in particular and reports overdue settlements to project manager.
- Analyzes balances in receivable and payable accounts on a regular basis.
- Summarizes employment income tax deductions, 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.
- Verifies the original documents compilations be sent to Addis Office every month, retains copies of all source documents and ensures the original and copies are the same.
- Keeps custody of financial documents and ensures that documents taken for references are returned timely.
- Ensuring and follow up car log sheets register and completion on regularly basis.
- Follow up on timely payment for Utilities, Telephone and internet bill payment.
- Keep good track of fixed asset and stock records and good custody of the same.
- Ensure timely reporting of financial report both soft and hard copies to the country office based in Addis Ababa.
- Ensure that all information required for project audits are provided with complete documentation and on timely manner.
- Ensure timely updating of financial data on Microsoft Dynamics on a daily basis.
- Ensure account reconciliations such as bank, customer, vendor and petty cash accounts on timely manner and submit to Country Office monthly.
- Support on review of quarterly cash forecast for the area office projects for which the Project Manger prepares before submission to Country Office.
- Ensure donor rules and regulations are adhered to all the time before affecting any payment.
- Ensure all VAT refund requirements are addressed for BHA projects before the payment is processed.
- Supervise field-based admin assistant/cashier and mentor them on their capacity gap.
- Ensure proper preparation and allocation of staff time sheet for all employees at field level and ensure submission on monthly basis

Job Requirement:

- Bachelor's degree in Accounting & Finance, Management, business Administration or another related field.
- 5 years' work experience as an accountant and experience in NGO is required.
- Good knowledge of Microsoft dynamics and other financial software applications are advantageous
- Well-developed Information Communication and Technology (ICT) skills with hands on experience with computerized accountings applications.
- Conversant with USAID-BHA donor funding is an added advantage.

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.