

JOB OPPORTUNITY- SENIOR ACCOUNTANT

Background

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, VSFG works towards food security and strengthened livelihoods of pastoralist communities. VSF Germany implements activities in Ethiopia, Sudan, South Sudan, Kenya, Uganda and Somalia.

VSF Germany seeks to recruit qualified and well experienced staff for the position of Senior Accountant to be based at VSF Ethiopia Country Office in Addis. Female candidates are highly encouraged to apply.

Duties and Responsibilities

Reporting to the Country Finance Manager, the Senior Accountant will be based in Addis Ababa. The Senior accountant will work in a peer relationship alongside other key Managers within VSF Germany Ethiopia on budgetary and donor compliance requirements with regards to financial and grants related activities.

Specific Duties and Responsibilities:

- Work closely with field accountants to account for monthly financial return reviews.
- Process country office transactions and review's monthly returns for the country office
- Participate in the process of posting transactions (POs) into the computerized accounting system Microsoft Dynamics 365 (MSD).
- Supervise the verification of supplier accounts, invoices & payment process.
- Supervise the management of petty cash accounts, including field petty cash management
- Review reports submitted for compliance with donor regulations.
- Carry out reconciliation of bank accounts and monitor bank transaction
- Prepare budgets and financial reports for donors, government and VSF G internal control.
- Preparation and management of quarterly cash flow projections.
- Facilitate & participate in audit process.
- Implement the financial and internal controls system.
- Implement donor financial regulation in funds management.
- Monitors VAT refund process.
- Participate in procurement committee.

Job Requirement:

- At least a degree in Accounting/ Accounting and Finance or related discipline from a recognized institution
- At least 5 years' hand-on experience in similar position.
- Experience working with International Non-Governmental Organization(s).
- Knowledge of donor compliance, USAID, EC, UN OCHA, GIZ, German Foreign Office, etc.

- Computer literacy with good command in Microsoft office is a must.
- Hand-on experience with ERP-MSD 365 BC desirable.
- Ability to work in a diverse team, impartiality and able to work under strict deadlines.

How to Apply

Interested and qualified candidates meeting the minimum requirements should send their application, CV not more than three pages and one-page summary table of educational background, work experience, skill and competence through this link <https://forms.gle/V8cG6rE9NayUGot36> within 10 working days of posting of the advert, on or before 20th July 2024.

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 in your email or on the cover of envelop and or application letter.

Due to the urgency of the 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.