



Internal and External (JOB OPPORTUNITY)

Background

Vétérinaires Sans Frontières - Germany (VSF Germany) is a non-governmental, non-profit making international Organization engaged in humanitarian aid and development assistance to pastoralists and vulnerable communities in areas where livestock is of importance. With support in animal health, agriculture, WASH, marketing, and food safety, VSF works towards food security and strengthens the livelihoods of pastoralist communities. VSF Germany was registered and licensed in Ethiopia by the Authority for Civil Society Organization in March 2010 as a foreign organization and re-registered on May 23, 2019, with License no 1662. VSF Germany implements activities in Ethiopia, Sudan, South Sudan, Kenya, Somalia, and Uganda.

VSF Germany seeks to recruit qualified and well-experienced staff for projects entitled "Drought Emergency Response in Borana, Afar, South OMO and Somali Region (DER-BOASS) funded by American People through the United States Agency for International Development (USAID), Bureau of Humanitarian Assistant (BHA) in Oromia (Borana), Afar, South Ethiopia and Somali region-via our partner VSF Suisse. Women are highly encouraged to apply for the position.

Position:

Job title: Field Accountant

Line manager: Project manager

Place of work: Afar, Semera

Donor: USAID-BHA

Monthly salary: As per VSF G salary scale

No. of positions: One (1)

Contract period: For One year with possible extension

Job Summary:

The project accounts position is mainly responsible for checking and endorsing payments and receipts, preparation of vouchers for payments and receipts, preparation of journal vouchers, posting, summarizing all financial documents and follow up of settlement of advance payments.

Key Areas of responsibility:

Control budgets based on donor's regulations and internal organizational policies.

- Ensuring adequate supporting documents are maintained for every transaction processed at the field office. Reviewing and/or Preparing Payment Vouchers for daily expenditures and Posting on cash book records on a timely manner.
- Review and check the correctness of budget line expenditures on project financial reports on regular basis.

- Preparing timely Cash requests at the Field Level on a monthly basis.
- Ensuring every single transaction is recorded on the accounting system for completeness of records
- Ensuring accuracy of transaction recorded both on hard copy and soft copy for error free reports.

Maintaining and follow up on Field procurement procedures as per the VSF Finance Manuals.

- Ensure all requirements are done as per the VSF Finance Manuals during staff travel.
- Reconciliation of Cash in safe against petty cash Summary Form records.
- Processes posting of cash and Cheque payments explaining the nature of transactions as brief and descriptive as possible.
- Follows up on timely settlement of advance payments in general and per-diem advances in particular. Reports overdue settlements to the 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's Finance Manuals.

- Verifies the original documents compilations be sent to the 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 following up on car log sheets register and completion on regularly basis.
- Paying Salaries for Field Staff and settlement Pension & Income tax and withholding tax on monthly basis.
- Follow up on timely payment for Utilities and Telephone bills.
- Keep good track of fixed asset and stock records and good custody of the same.
- Ensure timely reporting of field transactions to the country office based in Addis Ababa

Job Requirement:

- Bachelor's degree in Finance, Accounting or Commerce
- 5 years' work experience as an accountant and experience in NGO is required
- Good knowledge of Microsoft Dynamics and other financial software applications is advantageous

Well-developed Information Communication and Technology (ICT) skills with hands-on experience with computerized accounting applications.

- Being Conversant with USAID-BHA donor funding is an added advantage.

How to apply

Interested and qualified candidates meeting the minimum requirements should send their application, CV of not more than three pages, and a one-page summary table of educational background, work experience, skill, and competence through this link <https://forms.gle/kHPZXuLwZ5Q3gP7u7> within 10 working days of the posting of the advert, on or before **September 6th, 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 and location in your email or on the cover of the envelop and or application letter.

Due to the urgency of some positions, 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.