

JOB DESCRIPTION

Job Title:	Financial Accountant
Company:	Self Help Africa
Department:	Finance
Location:	Addis Ababa, Ethiopia
Contract Type:	Full Time Two Year Fixed Term/37.5 hours Per Week
Reports to:	Senior Finance Manager
Salary:	
Purpose:	Reporting to the Senior Finance Manager (SFM), the Accountant is responsible for ensuring that all the transactions of the country programme are properly authorized and recorded into the finance software, PS Financials, in an accurate and timely manner. The Accountant also assists the Senior Finance Manager in the preparation of financial reports as required.
Key Responsibilities:	<ul style="list-style-type: none"> • Responsible for checking the accuracy and validity of invoices, documents submitted for payments; • Responsible for recording all financial transactions into PSF, and arranging for authorised payments to be made; • Responsible for checking that payment requests are accurately coded to the correct project and expenditure account, and that there is sufficient available budget; • Ascertain that project payments are made within the relevant grant period and are as per approved budget line items; • Responsible for ensuring that payment requests and documents are approved by authorized person/s according to the approval limits specified in the SHA operations manual; • Preparation of payment vouchers; • Calculation and preparation of monthly payroll and related payments such as income tax, provident fund, pension scheme and social contribution for SHA employees according to policies and procedures and applicable laws of SHA and the Country; • Responsible for the preparation of the monthly payroll reconciliation; • Responsible for the allocation of salary costs to respective projects and the input of appropriate accounting entries based on the guidance from HoFA guidance; • Assist the SFM in the preparation and posting of adjusting

	<p>journals as required during the review and reconciliation of the monthly trial balance;</p> <ul style="list-style-type: none"> • Responsible for processing the monthly cash flow request of the country programme through Salesforce, as advised by the HoFA; • Responsible for the preparation of the annual report and forecasts of the country office and projects for next 3 years for Charities and Societies Agency; • Assist in checking of completeness of financial documents for external auditing; • Perform all duties of the of the Senior Finance Manager in his/her absence; • Perform other duties as assigned to her / him by the Head of Finance;
Key Relationships:	<p>Internal</p> <ul style="list-style-type: none"> • Senior Finance Manager • Country Management Team • Finance & Administration Team <p>External</p> <ul style="list-style-type: none"> • Government Departments; • Banks, external auditors and other service providers
Knowledge and Experience	<ul style="list-style-type: none"> • At least 5 years of experience in a similar post, preferably in an INGO environment
Qualifications/Other Requirements	<p>Essential</p> <ul style="list-style-type: none"> • Qualified or part qualified in an internationally recognised accounting qualification or similar • Experience in the processing of financial transactions and ability to bring accounts to at least Trial Balance stage • Experience performing bank reconciliations • Fluency in written and spoken English <p>Desirable</p> <ul style="list-style-type: none"> • Experience performing balance sheet reconciliations • Experience working with donor funds • Willingness to travel nationally
Role Competencies	<ul style="list-style-type: none"> • Excellent verbal, analytical, organisational and written skills • Willingness to work as part of a team, ability to follow direction • Proactive and motivated with a strong commitment to Self Help Africa's vision, mission and values • Excellent ICT skills including a good knowledge of MS Office and accounting software • Attention to detail and the ability to produce timely and accurate financial information

Self Help Africa is equal opportunity employer