

Job advertisement DVV International Ethiopian Finance/ Admin Officer

Job Title: Finance/ Admin Officer

Job Type: Full-time (100%) from 15th January 2024 for 2 months and 1 month 50% until April 2024

Location: Addis Ababa

DVV International (DVV I) is the Institute for International Cooperation of the Deutscher Volkshochschul-Verband e.V. (DVV), the German Adult Education Association. DVV represents the interests of the approximately 900 adult education centres (Volkshochschulen) and their state associations, the largest further education providers in Germany. DVV International provides worldwide support for the establishment and development of sustainable structures for Youth and Adult Education. As the leading professional organization in the field of adult learning and education (ALE) and development cooperation, DVV International has committed itself to supporting lifelong learning for more than 50 years. Its vision is to fight poverty through education, lifelong learning and support to development. For finance and admin operations DVV international is looking for a suitable candidate for the position Finance/ Admin Officer. .

Job Summary: The **Finance/ Admin Officer**, under the supervision of the Country Director DVV International Ethiopia, will support the Finance Manager to handle the day-to-day financial accounts and admin tasks of the organisation, including working preparing financial reports, maintaining the accounts of the organisation in accordance with DVV International and donor guidelines, ensuring that the NGO is in compliance with all national fiscal requirements in relation to tax, etc., and working on annual audit and phase out processes.

Key Tasks

- Prepare cheques and petty cash payment vouchers.
- online purchase declaration reports every month.
- Prepare, bank reconciliations.
- Prepare any Journal voucher.
- Handle petty cash and payments
- Prepare and report online all tax-related matters
- Handling any office activity that has to be done (insurance claim, settlement of ETC, settlement of tax, manage letter transfer to bank) and if any others.
- Support the Country Director and Finance Manager on any financial and administration and Office closure related tasks.

Administrative competence to:

- Manage the comprehensive filing system for the office.
- Respond to calls on the office telephone.
- Handle all incoming and outgoing correspondence.
- Oversee management of office neatness, and cleanliness, and purchasing items for these purposes, etc.

Education and Qualifications

- University degree in Business Administration/Accountancy from a reputable university

Requirements

- At least 5 years' experience working in a similar position with INGOs in a development-related field
- Excellent computer literacy, and strong working knowledge of Microsoft Office.
- Good knowledge of computerized accounting software.
- Profound knowledge and understanding of Ethiopian bureaucratic, tax and admin-related structures and regulations.

Characteristics

- Ability to work independently with high responsibility in finishing tasks in time
- Ability to work in a team and provide support and guidance
- Open-minded, take initiative and embraces change
- Fluent in Amharic and English writing and communication skills.
- Ability to multi-task and work well within a team

Applicants should send their CVs with contact information for three traceable referees, with a cover letter to Eshetu Abate eshetudvv@yahoo.com indicating the position and reference number in the subject field. Only applications sent to this email address will be accepted. Only shortlisted candidates will be contacted. **Interviews will take place on 20th and 21st December 2023.**

The closing date for receiving applications is **17th December 2023**