

Finance officer

A. Overall Responsibilities

To ensure effective utilization of project funds according to AMREF HEALTH AFRICA IN ETHIOPIA policies and procedures and donor guidelines. Under the supervision of Lead finance officer, the Accountant Internal position support various aspects of the accounting team's activities including: balance sheet account reconciliations, providing detailed analysis and accounting system support, assist staff across the organization in understanding the organization's accounting processes and systems.

The position holder will be assigned only for six months with possibility of extension.

B. Specifics Responsibilities

- Process Country office weekly payment processing (checks, wires, and EFTs) to external vendors
- Prepare and issue payments for external parties.
- Monitor and clear all external debtors and creditors accounts
- Timely remind advance holders for any outstanding balances to be cleared,
- Prepare monthly bank reconciliation of assigned account
- Ensure sufficient balance in banks
- Prepare all monthly adjusting journal entries related to external parties
- Manage payable accounts.
- Monitoring and adjusting entries for accrual and collection of fund transfer.
- Facilitate activity transfer payments for staff and personal advance requests.
- Participate on external, internal as well as project specific audit.
- Insure adherence to internal control requirements.
- Seek way to improve timeliness and quality of service providers by finance and assist in systems improvement

C. Qualifications

- Bachelor degree in Accounting, Finance or related field.
- Minimum 3 years of relevant experience in the areas of financial and project management expertise.
- Experience dealing with complex budgets.
- Strong interpersonal and relationship-building skills

- High level of analytical and interpretative problem solving.
- Computer literacy, including facility with Word, Excel, and other Microsoft Office applications
- Ability to develop and implement solutions independently
- Excellent understanding of systems and procedures for sub-grant management