

## Job Description

Job title:	Finance Assistant
Group:	Operations
Dept./Project/Service:	Leaders in Teaching Ethiopia (LITE)
Reports to:	Finance and Grant Officer
Usual office base:	Addis Ababa
Grade:	9

### Project overview

The programme is a national programme aiming to enhance quality of teaching and learning in secondary education. The overall objective of the programme is to improve the transition of secondary school students to either post-secondary education or training or directly into the world of work by equipping them with relevant skills, knowledge, and attitudes through enhanced implementation of the competency-based curriculum. EDT are implementing this programme in partnership with two other organisations, one of whom, the Lead Partner, will also host the Project Management Unit (PMU).

### Job Purpose:

The postholder will be responsible for supporting all the primary financial and accounting transactions in the organization. They will ensure financial transactions and records are undertaken and maintained in accordance with internal and external financial requirements and in compliance with the laws applicable in Ethiopia.

### Job Roles:

The job holder's duties and responsibilities are outlined as follows:

#### Disbursements/Accounts Payables

- Review financial documents and float returns guided by the Financial Guidelines of the organisation.
- Prepare payment requests by ensuring that all necessary and proper support documents are attached, and the correct codes have been used, and all necessary approvals have been obtained.
- Make follow ups on any incomplete documents and pending payment approvals identified with the concerned department/person.
- Verifying and inputting data including invoice registration, general journal entries and statement uploads in the ERP system in accordance to edt Finance Guidelines.

- Ensure suppliers are paid on time by performing an accurate Accounts Payables payment run.
- Manage payments to program event participants/beneficiaries at field/project sites.
- Prepare all relevant Ethiopian statutory returns by ensuring these are prepared in compliance with the relevant statutes and paid on time.
- Assist the Finance and Grant Officer to maintain proper and accurate accounting records by filing documents in a timely manner.

#### Reconciliations

- Perform monthly supplier reconciliations with supplier statements and the accounting system balances.
- Assist in the preparation of the monthly bank reconciliations as per the Monthly Schedule.
- Assist in the preparation of the monthly reconciliation schedules for all Balance Sheet Accounts.
- Collect bank advices, bank statements, and other bank correspondences.

#### Other Roles

- Ensure that floats/staff advances, and returns are captured correctly in the ERP immediately they are received ensuring the appropriate account codes and workstreams are entered.
- Assist in the preparation for internal and external audits by availing all relevant support documentation.
- Ensure all financial transactions and records are undertaken and maintained in accordance with the local laws by understanding and applying these laws.
- Contribute ideas on ways in which the office systems can be made more efficient and cost-effective, whilst respecting project and operational needs.
- Any other reasonable duty as may be assigned that is consistent with the nature of the job and the safe and effective operation of the organisation.

#### Person Specification:

##### Knowledge

##### Essential:

- Bachelor's degree in accounting or similar qualification
- A thorough understanding of accounting concepts and financial procedures for development partners e.g. FCDO, EC, USAID and MCF.
- Knowledge of the use and application of IT Financial/Accounting packages
- Excellent knowledge of MS-Excel and proficiency in the suite of Microsoft Office products

##### Desirable:

- A professional qualification – ACCA Part I or CPA II level

##### Experience

##### Essential:

- At least 3 years of relevant work experience, preferably with NGOs.
- Experience working with an ERP system (Business World On highly desired).
- Minimum one-year NGO experience in a multi-project accounting department.

### Skills:

#### Essential:

- Strong interpersonal skills,
- Excellent analytical and numerical skills
- Excellent time management
- Proactive in identifying areas of concern or areas for improvement.
- Ability to compile and analyse data required for reports
- Excellent written and oral English language skills
- Ability to work to precise deadlines and efficiency in task execution
- Ability to work both independently and as an effective team member

### Our Values



*Education Development Trust is committed to safeguarding and promoting the welfare of everyone who comes into contact with us. We operate a zero-tolerance policy to sexual exploitation, abuse, and harassment (SEAH). Applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with past employers and police checks. Successful candidates will be required to sign a safeguarding declaration to confirm that they will abide by the edt's safeguarding policies and procedures, including, but not limited to, Protection from SEAH, and the Safeguarding Code of Conduct.*

*Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.*

