

Job Description

Job Title:	Regional Finance Officer
Group:	Operations
Dept/Project/Service:	Leaders in Teaching (LiT)
Reports to:	Regional Technical Lead (Education Specialist) with technical reporting to Finance and Grant Manager
Responsible for:	N/A
Usual office base:	Addis Ababa
Grade:	6

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 position will be responsible for supporting all the financial, accounting, compliance and grant management functions within a specific region and ensuring 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. They will be responsible for ensuring financial integrity of the project within the region and contributing to financial plans and reporting as may be required and in line with both donor and corporate requirements.

Job Objectives:

Financial Management:

- Manage and oversee day-to-day financial operations for programme activities within the assigned region, ensuring compliance with organisational policies and control frameworks.
- Review and validate regional financial documents guided by the company's policies, processes and guidelines ensuring compliance and control.
- Prepare and process regional payment requests by ensuring that all necessary and proper support documents are attached, are correctly coded and all necessary approvals have been obtained.
- Ensure timely payment of regional suppliers by performing an accurate accounts payables payment run.

- Maintain proper and accurate regional accounting records by filing documents in a timely manner.
- Monitor regional bank balances weekly and promptly reporting any anomalies to the Finance and Grant Manager.
- Prepare and maintain the monthly bank reconciliations for regional accounts
- Maintain monthly balance sheet reconciliation schedules for all regional balance sheet accounts ensuring all balances are reconciled and justified.
- Inputting and verifying regional financial data in the ERP system in accordance with company policies and processes.
- Support the preparation of consolidated financial reports and submissions by providing accurate regional financial data, analysis, and explanations.
- Prepare all relevant regional statutory returns, ensuring compliance with Ethiopian statutory and tax requirements
- Support internal and external audits by providing complete and accurate documentations and relevant audit schedules.
- Advise and provide support for non-finance staff by providing training on the organisation's financial processes.
- Ensure all regional financial transactions and records are undertaken and maintained in accordance with Ethiopia laws by understanding and applying these laws.

Grant and Sub-grant Specific

- Prepare accurate monthly regional project reports from the ERP system that support internal reporting for review by the Finance and Grant Manager.
- Schedule and contribute to monthly regional project budget review meetings with project managers to monitor budget utilisation, partner progress & outstanding issues, plans and corrective action if required and escalating any issues as need arises.
- Assist in the preparation and submission of accurate and timely regional project financial forecasts and expenditure reports to the client guided by the project contract reporting conventions.
- Review regional partner budgets, forecasts and funding requests by ensuring that the requests are in line with agreed forecasts, workplans and contracts, and ensure that the partners are paid on time.
- Oversee the tracking and reporting of financial performance of regional partners/sub-grantees ensuring funds are used efficiently and effectively and in accordance with donor intent.
- Perform regular finance verification and contract compliance reviews of regional partners/sub-grantees and escalate any anomalies to the Finance and Grant Manager and/or Programme Manager.

Other Responsibilities

- Implement and optimize financial systems (e.g., ERP) at a regional level
- Ensure robust regional documentation, filing, and recordkeeping systems are in place.
- Ensure the accuracy of the regional project asset register.
- Any other reasonable duty as may be assigned is consistent with the nature of the job and the safe and effective operation of the organisation.
- Travel to regional project sites and other destinations based on organisational plans and needs.

Person Specification:



Knowledge

Essential:

- Bachelor of Business Administration (Finance & Accounting), Economics or relevant areas of discipline.
- A thorough understanding of accounting concepts and financial procedures for development partners e.g. FCDO, EC, USAID, and MCF.
- In depth knowledge of the use and application of IT Financial/Accounting packages
- In depth knowledge of Ethiopian banking systems and statutory requirements.

Desirable

- CPA or ACCA -completed and certified

Experience

Essential:

- At least 5 years post qualifying relevant experience preferably in the NGO sector;
- Experience supporting financial aspects of a multi-year, multi-donor project at a regional or country level
- Experience working with an ERP system (Business World preferred)
- Experience in undertaking internal audit and creating audit trails for all transactions
- Experience in financial capacity building and working with partners.
- Experience working in the assigned region

Desirable:

- Experience coaching and communicating with non-finance staff to ensure they understand operational budgets will be an added advantage.

Skills

Essential:

- Excellent time management of self and workload with the ability to work to precise deadlines.
- Ability to work independently and as part of a team.
- Proactive in identifying areas of concern or areas for improvement.
- Advanced Excel skills.
- Excellent analytical and numerical skills
- Accurate report writing skills
- Effective communication and negotiation skills
- Ability to speak a local language from the assigned region

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 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.