

Specific Responsibilities

Finance

- Ensure proper coding of the project expenses and ensure that payment documents are complete, correct and sufficiently supported with the supporting documents.
- Follow up on monthly bank statements
- Prepare monthly bank and cash reconciliations and take appropriate timely follow-up actions on outstanding issues
- Review the cashbook and submit a monthly reconciled account on time
- Monitor actual expense against budget and prompt programme staff to draw up timely contingency plans for potential budget over and under spends
- Manage advances taken by staff and settle on time; Ensure that Internal control of the organization and donors' regulations are applied and complied.
- Ensure proper tax dedication (income tax, withholding tax), pension/Provident fund and timely settlement to required government office.
- Manage petty cash
- Arrange travels and payment of travel advances and follow up on settlement of advances

HR and Administration

- Organize the provision of efficient administrative support to staff and teams
- Perform office secretary services.
- Be responsible for processing the documents required for legal compliance
- Ensure that store items are kept safely, and stock cards updated on time.
- Check the movement of stock items and timely monthly report to head office;
- Other responsibility given by line manager.

Job Requirements

Essential

- University degree in business management, accounting or related field with at least 1 years of experience or 3 years' experience for Diploma holder.
- HR and Admin experience in an office setting
- Extensive experience in administrative activities in a busy office environment, report writing and compiling monthly information.
- Excellent communication skills in both written and oral English and Amharic.
- Ability to manage filing systems quickly and systematically
- Use of excel, word processing, and email is a requirement

NB: Competent female candidates are highly encouraged to apply

Application procedures

Please send a cover letter outlining your suitability for the role, including your salary expectation; updated curriculum vitae (CV) of not more than 4 pages, with a minimum of two referees. The closing date for the application is December 30, 2022. Qualified candidates should submit their application to info@emirta.org or emirta_research@emirta.org.



Job Title: Office Administration & Finance Assistant

Position Type: Full-Time

Supervisor: Chief Executive Officer (CEO)

Posting Location: Addis Ababa, Ethiopia

Term of Employment: 6 months with possible extension with the availability of funding

Relations with Others: Reports and is accountable to EMIRTA's Chief Executive Officer (CEO), liaison and close working relationships with other Program staffs.

Background

EMIRTA is a research, training, and development institute (www.emirta.org) established with the mission of providing high-quality, evidence-based, demand-driven, and value-focused development solutions for a holistic human development around the world.

The firm is founded on the principles of trust, honesty, fraternity, partnership, customer satisfaction, and value for money. With a diverse mix of top-notch, committed, and pragmatic leaders in health, Information technology, economic and social development, EMIRTA aspires to ensure a prosperous, human-centered, and inclusive future in the world, particularly in Africa.

We confer state-of-the-art training, research, project management, and development consultancy services across many areas of development. The unique power of our business model is rooted in our ability to combine context and indigenous knowledge with the best available evidence from contemporary science and technology to provide the best customer experience.

Job purpose: We are looking for office Administration & Finance Assistance, who will be working closely with the shareholders and project staffs at EMIRTA office. S/he will be responsible for managing EMIRTA's financial, human resource and administrative systems; assist on financial monitoring and reporting; verify financial documents/payment for completeness, accuracy and compliances; follow up on staff advances, reconciliations and timely settlement; and updates fixed asset registration on a timely manner.

The incumbent will collaborate with the project team in the field and head office staffs and provide a comprehensive and effective financial, human resource, administrative service. S/he will assist the project office and Head office team in ensuring that EMIRTA office is provided and well supported in all areas of Finance, HR & administration, contributing to the work efficiency of the organization. S/he will provide technical support and play a leading role in promoting EMIRTA's principles to key internal and external audiences.

