

Job Title: Finance Officer

Job Profile

- Place of work: Haramaya University, main campus
- Type of employment: Contractual
- Duration: Two years with possible extension up to five years
- Reports to: ACE Project Manager

Job Description

The finance officer, in tandem with the university's Director of Procurement, Finance, and Property Management, and Head of Finance and Budget, is responsible for overseeing, reporting, and ensuring transparent financial management and timely internal auditing of the African Center of Excellence (ACE) in Climate Smart Agriculture and Biodiversity conservation (Climate SABC). Among others, he/she is responsible for developing financial policies, managing cash controls, preparing bank payments, controlling bank account balances, and preparing financial reports.

Key Roles and Responsibilities

- Develops financial policies to ensure operational efficiencies
- Manages cash controls as well as bookkeeping update
- Ensures all expenses are within assigned project budget
- Oversees the preparation of all financial statements, invoices, proposals, etc. as required
- Manages the preparation of balance sheet, income statements, expense reports, etc.
- Completes and maintains purchase invoices and reports
- Prepares and makes accruals and deferrals
- Conducts bank reconciliation, posting, and balancing
- Facilitates and makes monthly wages, petty cash, and other journal entries
- Prepares payroll/pay checks including stipend
- Prepares payments by verifying documentation and ensures that payments have proper authorization and supporting documents
- Processes advance liquidation or expense recording after the receipt of the original invoices and relevant documents by verifying the supporting documents presented are appropriate, sufficient, and in line with the policy
- Controls bank account balances and reports when the balance is low so as to take the necessary action before checks are written
- Verifies cheque payments, handles cheque books and vouchers with due care and in safe places
- Prepares financial reports, bank reconciliation and cash book records, and organizes supporting documents in the manner required

- Prepares detailed monthly, quarterly, and annual internal financial reports as required highlighting issues on over/under expenditure and adjustment of wrong postings in the system
- Facilitates monitoring and tracking of project finances, and decision making by Project leaders
- Prepares weekly cash position report including forecasted project expenditure
- Ensures the availability of sufficient cash at the bank and liaises with World Bank Office in Addis Ababa for transfer of operating cash to the Ethiopia office
- Ensures that payment commitments are honoured on time
- Checks the accuracy and compliance of petty cash expenditure and its timely replenishment
- Reviews monthly charges from ACE Climate SABC, assigns proper budget codes and ensures monthly financial reports are submitted to the World Bank on time with sufficient and appropriate supporting documentation
- Liaises with World Bank Addis Ababa Headquarters regarding financial and accounting related matters
- Prepares financial statements, records closing entries and assists with the facilitation of annual and external audits
- Assists with the preparation of operational budgets
- Performs other duties as requested.

Required Qualifications and Work Experiences

- A minimum of Bachelor's Degree in accounting, finance and audit and related disciplines with at least a five-year experience related to financial management and auditing in an externally funded project, or
- Master's degree in in accounting, finance and audit and related disciplines with at least a three-year experience related to financial management and auditing in an externally funded project

Preferred Specific Experiences

- Demonstrated financial management or related experience in World Bank funded projects
- Demonstrated financial management experience in externally funded projects at higher education institutions
- Experience in successfully managing multiple strategic external funds
- A thorough knowledge of financial systems in Ethiopian universities is a plus
- Accounting certification is an added advantage

Required Skills

- Ability to innovate and solve problems to meet challenges and opportunities;
- Demonstrated skills in managing financial resources and establishing priorities;
- Ability to work with a diverse population of faculty, staff, partners and stakeholders.
- High computer knowledge (Microsoft Word, Excel, Access and Accounting software)

- Good written and oral communication skills in English
- Integrity and capacity to keep confidential information
- Ability to organize work and archives efficiently
- Ability to work in a multi-cultural organization

Qualified women are particularly encouraged to apply.

Salary and Benefits

The employee will be paid USD 12,000 per annum subject to income tax deduction. Payment will be made in Ethiopian Birr based on the exchange rate at the time of transfer of the money from the donor.

Place of Application

- Haramaya University Human Resource and Development Directorate office, Administration Building 1st Floor, Room No. 114 at Haramaya
- Haramaya University Liaison Office at Addis Ababa, Arat Kilo. Former Germany Cultural Institute Building Office No.15.

Deadline for Application Within 9 (nine) Working days after the announcement of this Vacancy