

Finance and Admin Officer - South - Omo Ethiopia

Vacancy Announcement

Finance and Administration Officer (South Omo-Omorote town, Dassenech District) - Ethiopia

Dan Church Aid (DCA) is a Denmark-based international NGO registered under certificate # 1083 by the Authority for Civil Society Organizations and working to improve the wellbeing of particularly the rural and pre-urban people in Ethiopia. DCA's Programme mainly focus on save live, building resilience and fighting inequality targeting highly disaster-prone areas in Oromia, Amhara, Afar, and Gambella regions.

DCA Ethiopia Office is looking for a competent Finance and Administration Officer.

Vacancy Number: DCA-Eth/VA-002/2026

Vacancy Date: February 17,2026

Post Title: Finance and Administration Officer

Required number: One

Type of Contract: up to January 2027

Duty Station: South Omo-Omorote

Reporting to: Project Manager

Expected Start Date: As soon as possible

Application Deadline: February 26,2026

Salary Range: According to DCA national staff salary scale

Over all responsibilities of the Job

The Field Office Finance and Admin Officer is responsible for accounting, recording, and reporting function of the field office. He/ She also reviews the accounting documents and reports of he/she is in charge. He/she also responsible for HR and Admin functions of the field office.

Purpose:

- In collaboration with programme people, they are responsible for preparing draft budgets for field office running costs and participating in project budget development, budget reviews, and giving technical support as needed.
- Ensure the smooth operation of all finance and HR functions at the field office level in collaboration with the HO Finance and HR unit.
- Act as the in-country focal point and arbiter for all staff relations and HR-related complaints.

Engagement

- Prepare monthly BVA and share with programme responsible person and field office management.
- Handle all accounting, HR, and Admin activities in the field office.
- Prepare draft government financial reports quarterly and submit to CO finance officer for review.
- Review financial documents and minutes of the committee before any payment effected at local level.
- Manage and report vehicle movement and fuel utilization.
- Maintain fixed asset register and stock control cards for selected inventory items.
- Follow up the implementation of audit findings and recommendations provided by internal and external auditors, which are with in his/her scope.
- Follow up and handle all lease, contract and related agreements and properly documented.
- Recording financial transaction on the system and prepare monthly reconciliation' somewhere under the engagement.

Delivery

- Ensure that all finance, HR, admin, and fleet management functions are performed efficiently and effectively.
- Ensure that DCA policy, labor law, and donor requirements are followed in the field office's finance and HR functions.

Job Requirements

- BA degree in Accounting, Finance or other related fields

- Minimum 5 years of experience in the area.

Technical & other Skills

- Proven ability to provide support, to financial and nonfinancial managers and colleagues.
- Excellent understanding on Ethiopian laws on taxation, pension, labor, civil society and financial reporting standards
- Ability to work with accounting software.
- Analytical skill in interpretation of financial reports, making analysis on investment options
- Ability to optimize, forecast and plan cash resources
- Communication and reporting skills (verbal and in writing)
- Ability to work to deadlines with good prioritization and time management skills.

How to apply

Interested and qualified applicants should apply for the post via the below link

DCA is an equal opportunity employer and all interested candidates are encouraged to apply regardless of age, race, gender, marital status and religious, political or ethnic affiliation. Please do not mention your religious or ethnic affiliation in your application.

Female candidates with required educational background and experience are highly encouraged to apply.

Please Submit only an application letter and CV.

Only shortlisted candidates will be contacted.