

# Finance and Administration Officer- Ethiopia - Waghimra

## Vacancy Announcement

### Finance and Administration Officer-Waghimra

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-012/2025  
**Vacancy Date:** April 09,2025  
**Post Title:** Finance and Administration Officer  
**Required number:** One  
**Type of Contract:** One Year with possibility of Extention  
**Duty Station:** Waghimra, Sekota Town  
**Reporting to:** Emergency Project Manager  
**Expected Start Date:** As soon as possible  
**Application Deadline:** April 18,2025  
**Salary Range:** As per DCA salary Scale

#### Over all responsibilities of the Job

Under the supervision the Emergency Project Manager and Senior finance manager the Finance and Admin Officer is responsible for accounting, reviewing accounting documents, recording, reports, reconciliation, internal control, settlement of bills and any task related to procurement and logistic of the field office. He is also responsible for HR and admin functions of the field office.

#### Purpose

- The Field Office Finance and Administration Officer is responsible for accounting, recording, and reporting function of the field office. He/ She also reviews the accounting documents and reports of he is in charge. He/she also responsible for HR and Admin functions of the field office.
- In collaboration with programme people, He is 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 field office 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 (weekly recording, monthly reconciliation, monthly cash forecast), HR, and Admin activities in the field office.
- Settlement of on time utilities, taxes and other payables.
- Prepare draft government financial reports quarterly and submit to CO finance officer for review.
- Check financial documents before any payment effected at field office level and send to CO for payment above FO threshold.
- Prepare procurement committee minute and as a member of the committee.
- 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.

**Delivery**

- Ensure that all finance, HR, admin, and fleet management functions are performed efficiently and effectively.
- Ensure that DCA policy, labour 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
- 5 years experience for BA degree.

**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.*