

# Intern- Finance Assistant-Female - Ethiopia

## Vacancy Announcement

### Intern-Finance Assistant-Female

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 focuses 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 Intern-Finance Assistant based in Addis Ababa.

**Vacancy Number:** DCA-Eth/VA-010/2025  
**Vacancy Date:** April 04,2025  
**Post Title:** Finance assistant- Intern-Female  
**Required number:** One  
**Type of Contract:** Six months with possibility of extension  
**Duty Station:** Addis Ababa  
**Reporting to:** Senior Finance Manager  
**Expected Start Date:** As soon as possible  
**Application Deadline:** April 13,2025

### Job Summary

An intern - Finance Assistant is responsible to collect, handle and disburse financial documents based on the policy and procedure of DCA Ethiopia Country office. Maintain the necessary documents when collecting and disbursing cash. Report to the Finance Manager.

### Job Responsibility #1: Accounting, Recording, and reporting responsibility

- Prepare payment vouchers and cheques based on approved payment requests forwarded to him/her by a designated person.
- Effect payments only against approved payment request and when the necessary supporting documents are presented.
- Journalize settlement of advances with the guidance of Finance Assistant
- Support the finance Section to full fill that supporting documents for goods (example GRN) and services (accomplishment reports) purchased are collected timely and attached to the respective payment vouchers.
- File disbursement documents in chronological order in line with indexing and filing procedure of DCA daily. Label box files systematically in line with the labeling procedure of DCA.
- Ensure that current and previous year financial documents are secured and kept in safe custody.
- Support on returning financial documents properly that are issued for Audit and other purpose  
Support the finance section on the payment of monthly utilities and disburse the payment to the person in charge of effecting the payment after the payment is authorized.
- Prepare Bank transfer letters, formats etc
- Support on entering monthly data in MCS with the guidance of Finance Assistant

### Responsibility #2: Others

- Comply with the code of ethics of DCA Country office.
- Keep confidentiality of staff and client transactions with DCA.
- Perform other tasks instructed by his/her immediate supervisor.

### Qualifications / Experience

- Diploma/ Degree in accounting with 0-year experience in related position

### Technical & Other Skills

- Computer literate
- Excellent Microsoft and Word skills
- Good interpersonal communication skills
- Trustworthy
- Excellent arithmetic skill

***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, 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.***