

JOB PROFILE

How to Apply for this Job



Tom Price/Tearfund

Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theology of Mission](#)

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

Job Title	Finance and Admin Officer
Group	IG
Team	ECA
Location	Harar, East Hararghe, Ethiopia
Responsible to	Senior Projects Coordinator

Part 1 – Job description

1. Main purpose of the job

To provide financial administration and accounting services to the Tearfund project office in Harar in accordance with Tearfund Finance Policies and Procedures. To carry out the day-to-day finance functions and ensure proper implementation of Tearfund's financial systems and procedures in order to safeguard Tearfund's assets, minimise the risk of financial loss and fraud and satisfy donor and statutory audit requirements.

Key responsibilities include budget management, recording, document review & control, bank accounts and cash management, compliance with donor and Tearfund rules/regulations and statutory obligations and day to day administrative tasks.

2. Position in organisation

Grade: 5

Reports to: Senior Projects Coordinator with technical accountability to head office Finance Manager

3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

4. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

5. Scope of job

The Finance and Admin Officer will be responsible for all financial functions, administrative and logistics tasks, property and fleet management (motor/vehicle fuel consumption), procurement (office supplies and project materials) and HR related activities for the project office.

6. Duties & Key Responsibilities

- Ensure monthly payrolls for all staff are prepared according to policies and procedures of Tearfund
- Ensure complete documentation of the payroll which should include proper approval, timesheets, signed payslips, signed contracts, increase letters and any other relevant supporting documents.
- Enters/post all financial data into the accounting system
- Prepare a monthly financial report and share it with the immediate supervisor
- Provide monthly cash summary, cash counts, bank statements and bank reconciliations to Senior Projects Coordinator and Finance Manager
- Ensure the timely settlement of payroll tax, pension, and other obligations
- Ensure that all unused official documents and vouchers of the organisation are properly registered and are available in sufficient quantity
- Verifies and ensures the required documentation and authorization is presented before effecting payments
- Ensure that planned activities are carried out in line with the approved annual project plan and budget
- Ensure that the necessary format and documentation is used before and after payment is effected
- Ensure payments are made in a timely manner.
- Ensure all suppliers invoices and bills are paid on a timely basis
- Prepares journal entries for transfers, checks, correction and adjustments
- Reconciles bank statements with books of accounts
- Maintain and ensure organised filing of all finance vouchers.
- Maintain an organised filing of scanned copies of all finance transactions.
- Facilitate Social Security payments and report submission to the correct authorities
- Submit Finance related documents to the Head office regularly
- Provides technical support to project cashier working at the Project office.
- Be available for donor audits and prepare documents as requested by the Finance Manager
- Provide assistance to Logistics and HR leads at Head office and responsible for the office administration, logistics and property management at Field office.
- Performs other duties as assigned by the immediate supervisor

Part 2 – Person specification

Job title: Finance and Administration Officer

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> BA in accounting and Finance or related field 	
Experience	<ul style="list-style-type: none"> Minimum 3 (three) years of relevant professional experience in a similar position in NGO. Particular knowledge of financial systems, internal financial controls and procedures 	<ul style="list-style-type: none"> Having INGO experience is preferable
Skills/Abilities	<ul style="list-style-type: none"> Good communication and presentation skills Ability to prioritise and deliver quality work to tight deadlines Good attention to detail Analytical and interpretation skills of financial data and Financial reporting skills Competency in computer applications, Word , Excel, and G-suite Practical Knowledge of accounting software Able to handle and guard confidential information sensitively and discreetly Strong communication skills with oral and written proficiency in English, Amharic and Afaan Oromo 	<ul style="list-style-type: none"> Experience in training
Personal Qualities	<ul style="list-style-type: none"> Committed Christian with a personal relationship with God Committed to Tearfund's Mission, Values and Beliefs Reliable and trustworthy Understanding and sensitivity to cross cultural issues, ability to stay neutral Well organised and ability to act in a professional and ethical manner 	
OTHER COMMENTS: <ul style="list-style-type: none"> Regular travel across cluster countries is a requirement All roles require a DBS/Police check Tearfund is a member of the SCHR Misconduct Disclosure Scheme Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		