

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 Officer
Group	National
Location	Addis Ababa, Ethiopia
Responsible to	Grants and Finance Manager

Part 1 – Job description

1. Main purpose of the job

To provide financial administration and accounting services to the Tearfund Ethiopia country office 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.

2. Position in organisation

Grade 4

Directly Reports to Grants and Finance Manager

Liaise with: Country office team and Regional Finance team as required

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

To be responsible for the day-to-day finance function in the Ethiopia Country programme. Reporting to the Grants and Finance Manager, and with strong working links to Tearfund's regional and head office finance teams, this role will be vital in ensuring strong financial management of all the projects. Key responsibilities include budget management, reporting & grant management, partnership/sub-grant management, document review & control, bank & cash management and compliance with donor rules/regulations and statutory obligation as well as the internal control environment. The role involves extensive involvement in day to day accounting activities including advance settlements and vouchers preparation. Additional responsibilities include: financial capacity building and support to project partners.

6. Duties & Key Responsibilities

Finance Administration

- Execute daily financial transactions, such as issuing and obtaining approvals for cheque requests and petty cash vouchers; assigning correct accounting and budget codes; and assembling accurate support documentation such as approved procurement requests, signed contracts, travel authorizations, travel advances, and travel vouchers to accurately justify and support each financial transaction.
- Maintain both cash and bank logs.
- Accurately enter all financial transactions into PSF on a regular basis.
- Process invoices, Prepare balance sheets, Record accounts payable and receivable, Reconcile bank statements, Prepare monthly, quarterly and annual financial reports
- Participate in financial audits
- Maintain internal financial control procedures that adhere to Tearfund's established policies and procedures.
- Submit statutory payment obligations on time to the pertinent authorities regarding employee salary tax, pension fund contributions and Withholding tax.
- Submit monthly Goods/Services purchase to the Tax Authorities
- Calculate and disburse local salaries including income tax, pension fund, medical care, and other taxable income for all employees and contractors.
- Assist in the preparation of annual program budgets and country office budget
- Prepare quarterly cash requests and submit such requests to the UK office on-time.
- Coordinate and assist with both local and international audits of the Ethiopian office.
- Issue and distribute travel advances to Tearfund staff prior to travel and reconcile travel advances within 10 days after the trip is completed.
- Follow up on resolutions of all questioned items and see that they are resolved in a timely manner.
- Prepare & Review posting and journal transactions on Tearfund's finance systems.
- Prepare and submit cash flow and grant requests.
- Support Grants and Finance Manager to coordinate project and in-country audits.
- Maintain and ensure organised filing of all finance vouchers.
- Maintain an organised filing of scanned copies of all finance transactions.
- Others relevant to the post as asked by the Grants and Manager.

Part 2 – Person specification

Job title: Finance Officer

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ● Bachelor's degree in Finance, Accounting or Economics 	<ul style="list-style-type: none"> ● Qualified or Part qualified ACCA/any Professional Accountancy.
Experience	<ul style="list-style-type: none"> ● Experience of 3-5 years in Finance ● Proven experience as Finance Officer or similar role ● Solid knowledge of financial and accounting procedures ● Experience using financial software ● Knowledge of financial regulations ● Experience supporting internal and external audits ● Excellent analytical and numerical skills ● Excellent skills in management of time ● Strong ethics, with an ability to handle confidential data ● Substantial experience working with Partner ● Worked for an International Development Organisation ● Advanced MS Excel skills 	<ul style="list-style-type: none"> ● Proven experience of NGO/ INGO as an accountant/Finance officer. ● Proven experience of planning and budgeting ● Proven experience in donor financial reporting. ● Experience in Monthly closing of accounts and reconciliations. ● IPSAS or related to it
Skills/Abilities	<ul style="list-style-type: none"> ● Good communication skills ● Numerate and commitment ● Able to work to deadlines and under pressure. ● Able to organise own workload and use own initiative. ● Good computer skills (MS Office, Google Suite) 	<ul style="list-style-type: none"> ● An understanding of restricted donor project accounting, including compliance, budgeting and reporting ● Capacity building and training skills ● Financial report writing skills
Personal Qualities	<ul style="list-style-type: none"> ● Committed Christian with a personal relationship with God ● Committed to Tearfund's Mission, Values and Beliefs ● Team player – practical, desire to support the Tearfund team and partner staff ● Self-disciplined with ability to work proactively, using your own initiative. 	
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 		