

The Global Alliance for Improved Nutrition

Job title:	Senior Finance Assistant
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Classification:	Grade 2	Direct reports:	0
Work location	Addis Ababa, Ethiopia	Travel required:	25%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those whose are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

DESCRIPTION
<p>Overall purpose</p> <p>The Senior Finance Assistant is expected to provide support to the Head of Operations, Finance Officer and other GAIN staff. You will be responsible for providing day-to-day general finance and operation supports to the country office, with a focus on ensuring compliance with GAIN finance policies, systems and procedures.</p>
<p>Tasks and responsibilities</p> <ul style="list-style-type: none"> • Provides day to day support to the Head of Operations • Ensures all GAIN Ethiopia documentation related to procurement of goods and services is in line with Ethiopian government requirements, mitigating against non-compliance. • Prepares and ensures that accounts payable documents (e.g., invoices, payment requests) are complete for approval and payment. • Verify and initiate payments on e-banking, bank transfers or cheques. • Reconciliation of balance sheet accounts, including staff advances/receivable, petrol advance and petty cash • Support month-end and year-end closure through report preparation and submission including travel claim monitoring sheet, petty cash and bank reconciliation, review and monitoring of accruals and payment voucher status. • Monitoring travel advance claims and settlements through preparation and maintenance of travel claim monitoring sheet. • Provision of information/ finance documents and data as requested by internal and external auditors including project audits • Ensure tax payments and submission to the relevant entities are made • Supporting timely payment of staff salaries • Supporting timely payment to suppliers, consultants, tax authorities, partners, etc. • Ensures that all procurement and payment approvals are obtained in line with GAIN policies and procedures. • Aides in the tracking of the budget and forecasts of the Ethiopia office.

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- Manages the petty cash of the Ethiopia office.
- Ensures that contracts in database and SharePoint are stored in hard copy.
- Assumes responsibility for filing, copying and storage of all financial records as required. Maintaining a filing system to ensure documentation can be readily obtained.
- Provide support in facilitating workshops and training and effect payment to participants.
- Proactive and responsive to operation's needs.
- Ensure compliance with the GAIN finance policies and procedures.

Key organisational relationships

- Reports to the Head of Operations
- All GAIN Ethiopia Staff
- Headquarter teams

JOB REQUIREMENTS

Competencies

- Proactive with a commitment to quality and accuracy with close attention to detail
- Strong interpersonal, organizational and communications skills
- High flexibility and occasional availability to work outside regular working hours
- Effective oral and written communication skills in an environment requiring diplomacy and good judgment in managing interactions with individuals at all levels inside and outside an organisation
- Able to prioritize, multi-task, and work well under pressure with frequent deadlines
- Reliable and enjoys working in a multi-cultural, cross functional team with flexible and adaptable approach to work
- Computer literacy with excellent MS Word, MS Excel, Outlook, and PowerPoint skills

Experience

- Solid documented work experience in an administrative role related to finance, office management or other mid-level support role
- Intermediate accounting / book-keeping knowledge a requirement
- Proficient in the usage of QuickBooks, Navision or similar accounting software required
- Previous international NGO experience in a similar role desirable

Education

- Degree in Accounting and Finance, Business Administration or other related field or an acceptable combination of education and experience.

Other requirements

- Written and verbal English is required.

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WHAT GAIN OFFERS

- A competitive remuneration package
- Flexible working hours through hybrid working opportunities
- Friendly working environment
- Professional development opportunities
- The chance to make a lasting contribution to reducing global malnutrition