

The Global Alliance for Improved Nutrition

Job title:	Finance Assistant
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Classification:	E1	Direct reports:	0
Work location	Addis Ababa, Ethiopia	Travel required:	0

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p>Overall purpose</p> <p>GAIN's Finance Assistant plays an important role in the smooth running of the organization. The Finance Assistant will provide day to day finance assistance to the Country Office.</p> <p>The purpose of this position is to provide overall accounting service support and facilitate the country office's day to day financial transactions.</p>
<p>Tasks and responsibilities</p> <p>The primary responsibility of the Finance Assistant, Ethiopia would be to support the finance suction and overall program in the country office. The main duties will include:</p> <p>1. Follow-up and Handling of Financial Documentation:</p> <ul style="list-style-type: none"> • Process purchase/service requisition forms that are received from requesting section/unit; • Verify and properly analyze supporting documents and prepare payment requests, • Present payment requests to the Finance Manager for review and to Country Director for approval, • Maintain the office supplies inventory and timely registration of fixed assets • Maintain an efficient filing system for vouchers/financial documentation/receipts and ensure their timely filing in chronological order. • Maintain monthly updated scanned financial documents to the online storage space <p>2. Settlement:</p> <ul style="list-style-type: none"> • Ensure timely settlement payments of employees' income tax, pension contribution and withholding tax. • Follow-up the settlement of prepayments of office rent, insurance and fuel coupon • Review the service requests for water, electricity and telephone bills, ensuring that the request forms are complete, and the payments are processed for settlement • Stamp the documentation and attachments for Vouchers/PCPVs/JVs payments. <p>• Payments:</p> <ul style="list-style-type: none"> • Verify necessary documents and prepare payment requests for appropriate approvals.

The Global Alliance for Improved Nutrition

- Ensure that the contracts are valid and renewed before processing payments.
- Prepare cheques, check voucher/CPV/, petty cash and Journal Voucher /JV/ payments.
- Facilitate workshops and trainings and process payments to participants
- Maintain and keep proper filing for documents related to various Cheques, petty cash payments and journal transactions

3. Petty Cash:

- Handling petty cash fund and processing payments after attaining the necessary approval
- Ensure timely and monthly replenishment of petty cash,
- Preparing petty cash report and replenishment request
- Maintain and keep proper filing for documents related to petty cash payments

4. Following up TA and Claims and Purchase Orders:

- Complete Travel Authorizations for Country Director and Consultants/service providers and follow up with the Travel Claims on time
- Complete purchase orders and process payments for procurement of goods and services.

Key organisational relationships

- Reports to Financial & Administrative Manager
- Works with staff in the Ethiopia office on all operations related activities
- External suppliers and stakeholder organizations in Ethiopia

JOB REQUIREMENTS

Competencies

- Good working computer knowledge with proficiency in basic office software specially MS Office Excel. Knowledge of accounting software preferably QuickBooks
- Initiative, committed and ability to work under pressure
- Ability to work cooperatively with staff
- Good organizational skills
- Ability to travel on frequently
- Be honest, ethical and committed
- Be pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Be reliable, responsible, and dependable and fulfilling obligations
- Give attention to details in completing assigned tasks.

Experience

- Proven experience in a finance support and/or administration role in the private/not for profit sector
- Experience supporting in financial transactions such as tax, staff payments, purchase orders and benefits
- Experience in operational and administrative support to projects of various sizes and scopes
- Experience in using QuickBooks, Navision or similar accounting software is an advantage.

Education

The Global Alliance for Improved Nutrition

- Bachelor's Degree or Diploma in accounting or equivalent work experience.

Other requirements

- Good communication skills in English (speaking and writing)

WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities