

Global Alliance for Improved Nutrition

Job title:	Finance Officer		
Classification:	D3 – Finance Officer / Associate	Direct reports:	0
Work location	Addis Ababa, Ethiopia	Travel required:	Frequent

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.

The Finance Officer plays an important role in the effective and efficient management of the organization. The Finance Officer will provide day to day financial & administrative management support to the Country Office.

DESCRIPTION
<p>Overall purpose</p> <p>The Finance Officer will work under the supervision of the Head of Operations, to ensure that processing and recording of financial transactions are done in timely and accurate manner. The Finance Officer supports compliance, and therefore is expected to collaborate intensively and effectively with all country office staff members. The Finance Officer position requires resolute fiduciary responsibility of all financial resources and high professional standards with a willingness and ability to enforce compliance with GAIN and donor policies and procedures.</p>
<p>Tasks and responsibilities</p> <ul style="list-style-type: none"> • Work with the Head of Operations and Country Director to plan and implement financial operations systems in accordance with GAIN policies and procedures while keeping within donor requirements. This includes systems for Cash Flow management, consolidation of accounting information, internal controls, financial reporting, financial record keeping, grant management and compliance. • Assist in financial management of all country projects including budgeting, forecasting, and attending project QUAD meetings. • Perform financial review of purchase requests, purchase orders, and payment requests to ensure compliance with GAIN policies and procedures and donor grants and contracts requirements. • Provide guidance, training, and consultation on compliance with GAIN policies and procedures as well as donor compliance requirements, to all staff and partners. • Support the Head of Operations to improve and enhance the efficiency of existing control systems and develop standard operating procedures for accounting. • Assist with audit related requirements (timely documents retrieval, filing after audit completion, proving additional assistance as necessary). • Work with the project teams to ensure travel per diems and reimbursements are performed within GAIN policies and procedures. • Assist with follow up on subaward compliance issues and audits and document resolutions. • Ensure proper organization of subaward files • Assist in sub award site audits and prepare site visit reports. • Support and guide storekeeper/Office Assistant in record keeping of the country office assets and inventories.

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- Replace Finance Assistant and Head Operations in their absence
- Performs other related duties as required
- Supervise Finance Assistant
- Advise Project Finance Officers

Key organizational relationships

- Reports to the Head of Operations.
- Close collaboration with staff members in the GAIN Ethiopia.
- Liaises regularly with relevant International Finance Team in London and the Accounting Team in Geneva.
- Government, Donors, NGOs, Private Sector, Academia and others.

JOB REQUIREMENTS

Competencies

- Familiarity with major international donor rules and non-profit accounting.
- Familiarity with computerized, double-entry accounting software.
- Strong computer skills in MS Office programs, particularly Excel
- Accuracy in the processing of cash transactions, mathematical aptitude and attention to detail.
- Computer literacy with excellent` MS word, MS Excel, Outlook, PowerPoint and Tally skills.
- Familiarity with Quickbooks, Navision or similar accounting software required
- Familiarity with Salesforce is a plus.

Skills

- Commitment and the ability to work without close supervision.
- Ability to work under pressure
- Proactive and Initiative
- Teamwork
- Result oriented
- Ability to work under pressure
- Good organizational skills
- Ability to focus and pay attention to details

Experience and Education

- A degree in accounting or a relevant business field.
- Minimum CPA 3 or other relevant accounting qualification.
- At least four years' experience in accounting, bookkeeping or cashiering, including experience with double-entry accounting preferably in an international NGO.

Other requirements

- Good English and Amharic communications skills
- Ability to cooperate effectively with colleagues and project teams
- Trustworthy, honest and ethical work attitude

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WHAT GAIN OFFERS
<ul style="list-style-type: none">• Flexible working hours• Friendly working environment