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| **TITLE: Finance Officer**  |
| **TEAM/PROGRAMME:** Finance  | **LOCATION:** Gambella  |
| **GRADE**:  4A | **CONTRACT LENGTH:**  6 months contract with possible extension |
| **Child Safeguarding:** Level 3: the post holder will have access to personal data about children and/or young people as part of their work, a police check will be required (at ‘standard’ level in the UK or equivalent in other countries.  |
| **Role Purposes:**The role purpose of the Finance Officer at Gambella Field Office is to ensure sound financial management of the program and timely financial reporting. This includes processing payments, maintaining accurate financial records, invoicing payments, reconciling accounts, overseeing settlement of advances and accounts payable, ensuring timely payments of statutory deductions and staff pension skims, tracking VAT receivables, preparing, and sending VAT receivable documents to the country office for reimbursement, and filing and maintaining custody of financial documents for audit processing. The Finance Officer also plays a key role in ensuring compliance with policies and internal control procedures, preparing journal entries, and retrieving documents for audit processing, as well as proper archiving, scanning and retrieval of financial documents for accurate record keeping. |
| SCOPE OF ROLE: Reports to: Finance CoordinatorStaff reporting to this post:  none  |
| **Job Specific Roles and Responsibilities:*** Prepare check or cash payment vouchers for all completed cash requests, fill out the form with proper codes and other required information, attach all necessary documents, and process payment after obtaining approval.
* Follow up and receive work, travel, and other advance settlement documents, check for completeness, attach all necessary information to the settlements, and prepare journal entries.
* Process Prosave BPV for procurement payments and forward to the relevant supplies invoice processing.
* Prepare the General Ledger and Cash Offline Spread Sheet (GLACOS) for review and posting by the Finance Coordinator.
* Ensure timely payment to the Income Tax Authority, statutory deductions, and staff pension skims.
* Follow up on advances and accounts payable for timely settlement and prepare monthly schedules for payables, receivables, and necessary tax schedules.
* Collect and review petty cash vouchers, sign off on replenishment requests, and ensure completeness of documentation and appropriate coding.
* Reconcile VAT records with original vouchers and submit for reimbursement.
* Maintain custody and proper filing of all monthly processed and posted documents and scan them every month.
* Stamp all financial payments and supporting documents as "paid" before delivery to the archive. Retrieve and return finance documents from the archive for audit processing.
* Make photocopies and scans of financial documents as needed.
* Prepare bank reconciliation statements for the bank accounts.
* Assist program coordinators in reviewing and updating monthly and annual budget requirements and reporting fund utilization.
* Travel to fields when necessary to collect documents and assist with payments.
* Perform other relevant tasks assigned by the supervisor.
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| **Job Requirements****QUALIFICATION*** BA degree in accounting or equivalent combination of education and work experience

**EXPEREINCE*** + Minimum 3 years of relevant experience.
	+ Excellent proven knowledge in MS Office (Excel, Word, Outlook)
	+ Familiarity in using Accounting Software’s: Agresso system is preferable.
	+ Experience in staff management is desirable.

**KNOWLEDGE, SKILLS, AND ABILITIES*** Strong accounting, training, and analytical skills
* Willingness and ability to dramatically change work practices, flexibility in working long hours, and ability to work with incoming surge teams
* Holds oneself accountable for making decisions, managing resources efficiently, achieving and role modeling Save the Children values.
* Builds and maintains effective relationships with their team, colleagues, members, and external partners.
* Excellent interpersonal, communication, and presentation skills
* Fluency in written and spoken English.
* Commitment to Save the Children values.
* Teams, in the event of emergencies
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| **SKILLS AND BEHAVIOURS (our Values in Practice)****Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
* Holds the team and partners accountable to deliver on their responsibilities giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development, and encourages others to do the same.
* Widely shares their personal vision for Save the Children, engages and motivates others.
* Future orientated, thinks strategically.

**Collaboration:*** Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
* Values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to

**Creativity:*** Develops and encourages new and innovative solutions
* Willing to take disciplined risks

**Integrity:*** Honest, encourages openness and transparency
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| **Additional job responsibilities** The duties and responsibilities as set out above are not exhaustive, and the role holder may be required to carry out additional duties within the reasonableness of their level of skills and experience. |
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| Date of issue: Author:  |