Initiative of the European Union, European Civil Protection and Humanitarian Aid Operations department (DG ECHO)

Act2Aid, EU Aid Volunteers for East Africa

Senior Financial Officer in Ethiopia

Senior
— 1 positions

**Deployment dates:**
01/08/2020 - 31/07/2021

Africa
Eastern Africa
Ethiopia

**Lead organisation:**
ICCO

**Closing date:**
05/04/2020

The EU Aid Volunteers is an initiative of the European Union. It brings together volunteers and organisations from different countries, providing practical support to humanitarian aid projects and contributing to strengthening the local capacity and resilience of disaster-affected communities. Participants in the EU Aid Volunteers initiative must be over 18 years of age and be a citizen of an EU Member State or a long-term resident in the EU.

**DESCRIPTION**

ICCO is an independent non-governmental organization with business features. Our aim is to secure the livelihoods and rights of farmers and small businesses in low and middle-income countries. ICCO consists of a cooperative (2012), a foundation (1964) and the ICCO Group B.V. (2008), all established under Dutch law. ICCO has a decentralized organizational structure in 5 regions in Africa, Asia and Latin America with (sub)regional offices. We are present in 25 countries and run programs in 76 countries.

ICCO Cooperation as part of the ACT has been active in Ethiopia for 30 years in both humanitarian and development sectors responding to the refugee crisis and supporting local communities in rural areas. The priority beneficiaries are women, youth and smallholder farmers.

The Senior Finance Officer (FO) is responsible for the financial administration of projects, as well as financial and administrative support to other financial functions as and when required. This will involve being the flag-bearer for following the rules and regulations of the grants, close monitoring to ensure these are kept, that forecasts and budgets are made and updated, and expenditure is correctly allocated and kept within available budgets.
Operational details & security context:
Ethiopia's population is roughly split in 35% Sunni Muslims and 60% Christians (40% Orthodox and 20% protestant) who have been living peacefully together. Unemployment is very high in the country. The youth labour market is of particular concern due to a high proportion of youth in the demographic profile (nearly 30%). This leads to migration in search of employment and increased crime rates. Pickpocketing, purse snatching and various types of scams are the most common forms of crime confronting visitors especially in big cities.

The hosting organization will share before and at the very beginning of the project security briefing and a security management plan with all healthy and safety rules to follow.

TASKS

Budget preparation and monitoring
- Support the Head of Project Finance in the preparation of quarterly expenditure forecasts
- Determine financial performance of projects by preparing monthly budgetary control statements

Financial Administration
- Review the codes on the payment requisitions before entry into Finance system
- Review of staff accountabilities like travel accountabilities, entry in the system and reconciliation on a monthly basis
- Process payments through the electronic banking system and by cheque.
- Implement and maintain an effective filing system to ensure that all financial records are easily accessible and readily available.
- Maintaining separate audit files for each project containing clearly referenced copies of all necessary support documents
- Support bank reconciliations and cash counts each month with the Finance Assistant
- Support review and filing of partner documentation on projects, including communicating with partners to provide feedback

Finance System
- Check the correctness of coding, completeness of financial documents and review the payments prior to posting to the Financial system
- Verification and certification of accurate transactions in accordance with the standard guidelines
- Reviewing financial expenditures in the system and compiling monthly expenditure reports, analyse the reports and present it to the Head of Project Finance for discussion

Audit Facilitation
- Supporting both internal & external audits and the preparation of financial statements for auditors both office and donor audits.

**Apprenticeship:**
n/a

**Required competences:**
- Willing to learn and a keen eye for details
- Self-motivated, proactive and result driven
- Being an open and reliable person with high integrity
- Ability to work independently but at the same time being a team player
- Ability to connect with people of different backgrounds
- Ability to transfer skills
- Gender sensitive
- Stress management and ability to multitask
- Analytical and problem solving skills

**SELECTION CRITERIA**

**Applications are made directly within the sending organisation, please check out the how to apply section.**

**Eligibility and exception criteria:**
The candidate for EU Aid Volunteers must be a citizen of the EU or a third country national who is a long-term resident in an EU Member State, and must have a minimum age of 18 years.

Availability for the following activities:
- ECHO Central Training on 10/05/2020-24/05/2020 or 22/05/2020-05/06/2020.
- Pre-deployment induction in ICCO Cooperation HQ in Utrecht, The Netherlands in July (preferably 27, 28, 29 of July)

**Minimum Requirements:**
- At least 2 years working experience in a similar position with an International NGO.
- Accounting background
- Excellent computer skill (MS Office package) and other web based accounting systems.
- Good interpersonal & communication skills, including intercultural communication
- Excellent language skills in English

**CONDITION OF SERVICE**

**Learning Opportunities:**
- Central training of ECHO
- Security training and predeployment training of ICCO in The Netherlands
- Participation in staff meetings and close cooperation with project staff will result in knowledge sharing and learning.
- Opportunity to acquire experience of working at an international NGO in a developing country

**Working and Living Conditions:**

**Working Conditions:**
- You will be based in the ICCO Ethiopia offices in Addis Ababa.
- Regular working hours shall not exceed 40 hours per week on average, calculated over a four-month period.
- You will have access to a dedicated working space in accordance with their task assignment and with agreed-upon safe, secure and healthy working conditions.
- All costs will be covered for the volunteer during deployment, and this includes accommodation in-country for the entire period of deployment, travel, and monthly subsistence payments per month (430,12 Euros per month).

**Travel:**
- A roundtrip flight from/to the home country will be provided.
- The cost of pre-departure preparations, including medical checks, vaccinations, visas, etc., will be provided.
- You will be covered by a travel insurance plan provided by the sending organization.

**Post-deployment:**
A resettlement package will be provided to the volunteer in which a standard of 100 Euros will be provided for every single month spent in-country upon return to Europe, as well as a group debriefing.

**Living Conditions:**
- You will be based at ICCO office in Ethiopia, in a safe area in Addis Ababa.
- Accommodation in the cities where deployed will be provided.
- You shall have a clean lockable room with access to clean water and sanitation facilities. The room shall be located at a reasonable distance from your main working location.
- To the extent possible, the communication shall facilitate integration of you into the community and it will enable the volunteer to interact with the expatriate community.
- You shall have access to means of communication enabling contact to the hosting and sending organisations as well as the volunteer’s relatives.
- When travelling in-country in other (rural) areas for work, accommodation in local hotels or guest houses will be provided for.

**SELECTION PROCESS**

**Shortlisting and Interviews:**
06/04/2020 - 15/04/202
Interview Process:
The interviews will be held face-to-face or by an online interviewing process.

Expected date decision on outcome:
17/04/2020

TIMETABLE

Date of training:
10/05/2020-24/05/2020 or 22/05/2020-05/06/2020.

Apprenticeship Placement:
n/a

Pre-deployment preparation and induction:
Pre-deployment induction in ICCO Cooperation HQ in Utrecht, The Netherlands in July (preferably 27, 28, 29 of July)

Deployment:
1/08/2020 - 31/07/2021 Addis Ababa, Ethiopia

Post-deployment activities:
Debriefing and follow-up

Sectors:
- Food And Nutrition
- Gender
- Linking Relief, Rehabilitation And Development (Lrrd)
- Livelihoods
- Resilience

Source URL: https://webgate.ec.europa.eu/echo/eu-aid-volunteers_en/senior-financial-officer-ethiopia_en