

<u>Job profile</u>	
Position	PROJECT ACCOUNTANT FOR “ETHIO-FRENCH TOUCH” FEF+ PROGRAMME
Employer	Ethio-French Alliance of Addis Abeba
Funder	Embassy of France in Ethiopia
Contrat type	Short-term contract (12 months) – renewable 1 time
Line manager(s)	<ul style="list-style-type: none"> • Direct manager: Project Coordinator. • Supervision of the Director of the Ethio-French Alliance
Duty station	Alliance Ethio-Française, Addis-Ababa
Duration	12 months, to start July 1 st , 2024
Conditions	Salary to be discussed according experience. Other specific conditions: <ul style="list-style-type: none"> • Insurance cost coverage Leave conditions: 2,5 days/month + public holidays according to Alliance’s calendar
Workload	Full time Monday-Friday, 9am-6pm
<u>Job description</u>	
<p>As part of its support for the Ethiopian cultural and creative industries sector, the cooperation department of the French Embassy in Ethiopia is implementing the French Team Fund (FEF+) programme "Ethio-French Touch: Boosting cultural industries in Ethiopia".</p> <p>We are looking for an Accountant to manage all financial transactions, from fixed payments and variable expenses to bank deposits and budgets. Accountant responsibilities include auditing financial documents and procedures, reconciling bank statements and calculating tax payments. To be successful in this role, you should have previous experience with bookkeeping and a flair for spotting numerical mistakes.</p> <p>Ultimately, you will provide us with accurate quantitative information on financial position, liquidity and cash flows of the project activities, while ensuring compliance with all tax regulations.</p>	
<u>Reporting</u>	
The Accountant reports directly to the Project Coordinator and to the General Director	
<u>Responsibilities and duties</u>	
<ul style="list-style-type: none"> - Organize accounting records such as registers, ledgers, journals and individual accounts - Evaluate and reconcile diverse financial operations, inspect and confirm source documents, including invoices and expense vouchers to affirm commitments and post suitable records - Keep and make all tax payments up to date - Make bank deposits when needed - Accrue journals and balance sheet reconciliations - Manage schedules of standard objectives, financial statements and reports - Organize source documents, files and other account affiliated information - Organize all routine registers; manage the budget - Perform proper maintenance of all end-of-year records - Maintain relevant spreadsheets, online databases and all accounting software (Specially QUICBOOK) - Supervise invoices and keep contract filing system up to date - Undertake audits as directed - Maintain technical knowledge by researching accounting policies and regulations - Organize journal entries, perform analysis on account records and reconcile statements for month ending 	

Skills/Attributes required:

- Strong understanding of Accounting systems and processes
- Excellent verbal and written English communication skills
- Proactive, highly motivated and flexible
- Highly organized and attention to detail
- Time and schedule sensitive
- Experienced with MS Office including Word, Excel, and Outlook
- Experience working with Western companies (preferred)
- Organized, discipline and loyalty
- Strong adaptation capacity
- Excellent interpersonal skills, ability to listen and work as part of a team
- Initiative and autonomy
- Stress resistance and patience

Required Qualifications and Experience:

- Degree in Accounting/finance or a related field and a professional accounting qualification such as Certified Public Accountant (CPA), Chartered Accountant (CA) would be appreciated
- At least Five years of progressively responsible professional experience in financial accounting, preferably in an international environment (NGO or Company)

Languages :

- Fluency in English (written and spoken) is a must
- Fluent in Amharic
- Knowledge in French is a plus but not mandatory

How to apply :

- Kindly apply before Monday, July 22nd, 2024.
- Interested and qualified candidates are invited to submit their application with an updated curriculum vitae (CV) and a letter of motivation by e-mail only, to the 2 e-mail addresses below:
aef@allianceaddis.org and alexis.maclet@diplomatie.gouv.fr.

ETHIOPIAN WORK PERMIT MANDATORY!

Please note that only shortlisted candidates will be contacted for an interview.