

## **JOB POSTING – Finance Manager, Ethiopia**

<b>Organization:</b>	Right To Play Ethiopia
<b>Department/Division:</b>	Finance
<b>Work location:</b>	Addis Ababa Country Office, Ethiopia
<b>Authorized to work in:</b>	Ethiopia (Eligible to work legally without requiring sponsorship or work permit)
<b>Target Start Date:</b>	Immediate
<b>Contract Duration:</b>	One-year contract (possibility of extension based on performance availability of funding)
<b>Closing Date:</b>	<b>Feb 16,2023</b>

### **BACKGROUND:**

Right To Play is a global organization that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child's life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and eight national offices across Europe (Germany, The Netherlands, Norway, Sweden, Switzerland, UK) and North America (Canada, US).

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

## RESPONSIBILITIES

In accordance with Right To Play (RTP) approved policies and procedures, the incumbent:

### **Job Responsibility #1. Financial Accounting and Reporting: (30% of Time)**

- Maintains complete and accurate supporting information for all financial transactions.
- Oversees the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll.
- Reviews country balance sheet on a monthly basis and submits to Senior Manager Field Finance.
- Analyses all financial transactions and preparation of journal entries for accrual, prepayments, corrections, and adjustments.
- Ensures accurate and timely financial transactions are prepared in accordance with contract agreements with funders.
- Stays abreast on program priorities and their financial implications and makes field trips at least on a quarterly basis to conduct audit spot checks.
- Coordinates, supports annual external organizational audits, and grant audits.
- Performs the completion of country internal control audits, and initiates actions necessary to correct internal control weaknesses in coordination with the Field Finance Unit.

### **Job Responsibility #2 Grants Management: (20% of Time)**

- Supports projects' funding proposals assists with budgets, reviews proposals, assesses the grant proposal finance reporting requirements and provides supporting documents.
- Ensures complete financial documentation of funding awards.
- Works with program staff to prepare grant budgets to support new proposals or realignments ensuring adequate coverage of country operating costs and Regional Office and HQ direct and indirect costs as per RTP guidelines.
- Manages the grant tracking file and systems to ensure timely invoicing, periodic reporting and closing of grants to fulfil obligations contained in grant agreements.
- Works with Program Managers to comply with funder's terms and conditions, monitor spending and deliverables.
- Monitors project support to ensure consistent compliance with the terms of grant agreements, including financial management and compliance with donor's regulations.

### **Job Responsibility #3. Planning, Budgeting and Forecasting: (25 % of Time)**

- Supports the program team in preparation of detailed activity-based program and operational budgets for Grants.
- Supports the Country Director in preparation of annual country office operating budgets, and bi-annual forecasts.
- Works with the Program Manager in liaising with partners in the process of budget reviews, analysis and use of standardized templates.
- Assists the Country Director and the Program Manager with the preparation of budgets for funding applications.



- Identifies any shortfalls in shared costs budget coverage and ensures new budgets cover the
- Appropriate percentage of shared costs and reviews of unrestricted funding versus approved allocation and advise the Country Director & Program Manger on the most efficient cost recovery methods and techniques in line with the organizational policy.
- Monitors and reviews budgets to support financial stability, ongoing project viability, and consistency with agreed technical plans and actual implementation. Supports the Program Manager and Country Director in regard to the annual work plan, budget and changes to project plans, ensuring the cost efficiency and value-for-money over the life of the project.
- Reviews actual vs. budget financial results with the Country Director and Program Manager to ensure maximum utilization of budgeted amounts and to provide recommendations for realignments as required. Assists the Program Manger in the review of the Transactional Listing of expenses.

#### **Job Responsibility #4. Team Management and Capacity Building: (15% of Time)**

- Leads the Finance Team and logistics (where applicable), monitors performance of direct reports, assesses the performance gaps in his/her direct reports and provides timely feedback, recommends to management the needed ongoing support and appropriate training and development in order to close the gaps.
- Ensures comprehensive and constructive performance reviews are completed on a timely basis and facilitates discussion of performance and career options with all country finance staff.
- Provides ongoing support and coaching to strengthen the finance team's performance towards serving stakeholders' needs. This will include support visits where necessary.
- Implement Effective Internal Controls and Compliance
- Maintains current knowledge of local government requirements related to financial matters and ensures compliance with tax regulations and other legal requirements.
- Closely monitors all financial activities, and keeps the FFU advised of all situations, which have the potential for a negative impact on internal controls or financial performance.
- Complies and keeps abreast with all organizational policies, procedures, and guidelines and internal controls framework.
- Ensures the Procurement Plans for the year are prepared by designated staff, approved by the CD and are up-to-date regularly.
- Ensures proper purchase related templates are used, all purchases are correctly analysed and adequate supporting documents are well maintained as per the checklist and aligned with Policies.
- Ensures proper travel related templates are used, travel related data are properly reviewed and analysed and adequate supporting documents are well maintained as per the Policies.
- Oversees the protection of the country's assets (inventory and fixed assets) through the enforcement of internal control policies and procedures by ensuring that the Fixed Assets and Inventory registers are in place, updated regularly, and reported to Field Finance Unit.
- Ensures all expenses are authorized and approved in line with In Field Authorization Policy.
- Oversees the administration and Logistics functions (where applicable) to ensure compliance with RTP and donor procurement procedures.



### **Job Responsibility #5. Payroll Management: (10% of Time)**

- Ensures all statutory requirements of the organization are met including but not limited to Charitable Status, Withholding Payments, Income Tax, Social Security and VAT.
- Oversees all payroll functions to ensure that employees are paid in a timely and accurate manner and issues pay slips when required by donors and local laws.
- Ensures accurate and timely monthly payroll preparation process as well as quarterly and annual payroll reconciliations.
- Ensures all employees have submitted correct and signed timesheets as per the approved level of Effort percentages.

### **Job Responsibility #6. Management of cash and bank transactions. (10% of Time)**

- Prepares the Cash Transfer Requests to HQ through the DGFF and ensures that appropriate balances are maintained to facilitate grant implementation.
- Oversees the daily cash/bank management of financial transactions.
- Oversees all the incoming wires from HQ/Donors.
- Oversees the timely preparation, review and approval of all monthly bank account and cash reconciliations.
- Monitors petty cash accounts including the spot checking of balances and payments.
- Supervises the collection and recoverability of contractual, project partner activity advances, staff activity and travel advances and other receivables.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION/TRAINING/CERTIFICATION**

- Bachelor's degree in business administration, finance, accounting or related discipline.

### **EXPERIENCE**

- Minimum of 5 years of progressively responsible related experience in all aspects of accounting for non-profit.
- Five years or more experience in handling the local/international grants and grant financial reports.
- CPA, ACCA or CMA or other related designations is an asset.

### **COMPETENCIES / PERSONAL ATTRIBUTES**

- Ability to plan and implement work plan with minimum supervision.
- Good networking and interpersonal skills
- Ability to work with large data with attention to details.
- Ability to work efficiently under pressure to meet tight deadlines.

- Excellent communication and reporting skills
- Strong analytical abilities and abilities to prepare concise and informative financial reports.
- Ability to work as part of a culturally diverse team.
- Leadership and management skills
- Results oriented and committed to accountability.

## TECHNICAL SKILLS

- Advanced knowledge in the use of financial software applications on ERP (Enterprise Resource Planning) preferably Sparkrock ERP.
- MS Excel, MS Word, MS Power Point required.

## LANGUAGES

- Fluency written and spoken English and Amharic.

## DESIRED QUALIFICATIONS

- Knowledge of Good understanding and usage of an accounting software's.
- Experience managing a direct report.
- Superior bookkeeping skills
- Experience in budgetary management, forecasting and financial control.

## WHO YOU ARE:

You are passionate about our commitment to help children and youth rise above life's challenges through the power of play. You are highly driven, results-oriented, collaborative and a well-rounded leader. Your attention to detail is great and you have a positive, follow-through mindset.

## WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (accept everyone, make things happen, display courage, demonstrate care and be playful). In addition, we offer a competitive salary and benefits package including personal learning and development days.

## HOW TO APPLY:

If you are interested in applying for this position, please **click on the link** to apply with your resume and cover letter in English.

<https://righttoplay.hiringplatform.ca/109445-finance-manager/428061-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately, and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage women and groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family- friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com)

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).